

U.S. DEPARTMENT OF ENERGY

NEVADA OPERATIONS OFFICE

MANUAL

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FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL



INITIATED BY:
Human Resources Division

1. PURPOSE. This Manual defines the Department of Energy (DOE) Nevada Operations Office (DOE/NV) Functions, Responsibilities, and Authorities (FRA) associated with its major organizational elements and position categories. This Manual covers the performance of internal management and operating functions, functions associated with work that DOE/NV has chosen to administer and/or execute, and functions associated with work performed by DOE/NV contractors or other organizations utilizing DOE/NV resources. The Manual also incorporates safety FRA derived from the DOE corporate SAFETY FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL (FRAM) and the Defense Programs and the Environmental Management (EM) FRAMs. Major changes to the organizational components of the Manual must be approved by the Manager, DOE/NV; normal clarifying or refining of duties and responsibilities outlined within the Manual will be changed in accordance with the DOE/NV Directives System Directive, NV M 251.1-1A. The Human Resources Division (HRD) will serve as the Office of Primary Responsibility (OPR).
2. CANCELLATIONS.
 - a. NV M 111.X, FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 12-15-99.
 - b. NV M 411.1-1, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES, dated 4-3-98.
 - c. DOE/NV Organizational Manual, dated 10-98.
3. APPLICABILITY. This Manual applies to all DOE/NV organizational elements.
4. RESPONSIBILITIES. See Chapters 3, 4, and 5.
5. REFERENCES.
 - a. DOE P 411.1, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES POLICY, dated 1-28-97.
 - b. DOE M 411.1-1A, SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL, dated 10-18-99.
 - c. Office of Defense Programs, *Safety Management Functions, Responsibilities, and Authority Manual*, draft, dated 11-3-98.

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- d. Office of EM, *Safety Management Functions, Responsibilities, and Authorities Manual*, draft, dated 10-98.
 - e. Office of Federal Procurement Policy Letter 92-1, "Inherently Government Functions," Office of Management and Budget Circular A-76 Supplement, Appendix 5.
6. CONTACT. DOE/NV HRD at (702) 295-1018.



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Manager

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CHAPTER I

DOE/NV PHILOSOPHY

1. INTRODUCTION.

DOE/NV is committed to performing its federal functions safely and with the highest degree of work performance and respect for the environment. The operations office objective is to understand and meet the technically complex needs of its customers while ensuring the protection of workers, the public, and the environment. To accomplish this objective, DOE/NV ensures work is properly defined, planned, and executed and trained/experienced federal personnel are knowledgeable of their roles and responsibilities.

This Manual describes DOE/NV's overall management approach to performing the management and oversight roles and responsibilities associated with DOE/NV operations and also serves as a key element of DOE/NV's Integrated Safety Management (ISM) System (ISMS). The Manual integrates field element responsibilities and authorities assigned in the DOE corporate FRAM, the DOE/Defense Programs FRA, and the DOE/EM FRA document. The DOE/NV organizational structure, work assignments within that structure, and roles and responsibilities for assigned work scopes are formally defined within the Manual, which also provides a framework for the development of lower-tier documents to further describe line and support roles, responsibilities, and authorities.

2. MANAGEMENT APPROACH.

DOE/NV manages the Nevada Test Site (NTS), a unique national asset and the nation's largest expanse of DOE land. Surrounded on three sides by the Nellis Air Force Range (also known as Nellis Test and Training Range), the NTS provides government and private organizations the ability to conduct tests and operations in a safe and secure environment. DOE/NV also maintains facilities at the Remote Sensing Laboratory-Nellis in Las Vegas, Nevada; the Special Technologies Laboratory at Goleta, California; Amador Valley Operations at Pleasanton, California; Los Alamos Area Office at Los Alamos, New Mexico; and the Remote Sensing Laboratory-Andrews at Andrews Air Force Base, Maryland. These facilities provide scientific and engineering expertise for activities conducted in support of the DOE National Laboratory, Emergency Response, Weapons Test

and Stockpile Maintenance Programs. In addition, DOE has responsibility for environmental restoration activities at eight off-site locations in five states: Alaska, Colorado, Mississippi, New Mexico, and Nevada.

DOE/NV personnel perform activities in support of its current missions: National Security (NS), EM, Technology and Economic Diversification, and NTS Stewardship. With respect to the NS mission, DOE/NV provides vital support to the DOE Stockpile Stewardship Program through the conduct of subcritical and other weapons physics experiments, emergency management programs, test readiness activities, work for other NS organizations and other experimental programs. EM programs are conducted under DOE/NV's cognizance to remediate the environmental legacy of nuclear weapons testing and to safely dispose of low-level waste generated by activities throughout the DOE complex. The DOE/NV Technology and Economic Diversification initiative supports nontraditional departmental programs and commercial activities in the development of advanced environmental technologies. Finally, DOE/NV seeks to develop long-term strategies which will institutionalize and enhance the experimental complex and ensure that NTS land and facilities are managed as a valued national resource.

DOE/NV interfaces with a number of entities, including DOE Headquarters (DOE/HQ); the Defense Nuclear Facilities Safety Board (DNFSB); other federal agencies; state regulators in five states; county and local governments; Indian Tribes; and stakeholders. Within DOE/HQ, for management of its line missions, DOE/NV's key interfaces are with National Nuclear Security Agency, Defense Programs, and EM. Defense Programs serves as the landlord for the site, and as such, provides coordination of facility management activities and integrates site-wide safety management issues. For DOE/NV support functions require the with numerous DOE/HQ offices.

DOE/NV conducts its DNFSB activities in compliance with DOE M 140.1-1A, MANUAL FOR DOE INTERFACE WITH THE DNFSB; and interfaces with other federal agencies and regulatory entities are conducted under the auspices of applicable Memorandum of Agreements (MOA), Memorandum of Understandings (MOU), fiscal year task plans with the applicable agencies, and formal regulatory agreements. Interfaces with county and local governments are coordinated through the DOE/NV Manager's Office and the Office of Assistant Manager for Public & Institutional Affairs (AMPIA); and key stakeholder interfaces are coordinated through the DOE/NV Office of AMPIA and the DOE/NV EM Community Advisory Board. Tribal government interfaces are coordinated through the Office of Assistant Manager for Technical Services (AMTS).

Because of the diversity of customers including the national laboratories, federal agencies, universities, and private organizations, DOE/NV serves as the integrator for activities conducted under its purview. This unique federal role provides enhanced flexibility to accomplish the NS and EM missions, while supporting highly sensitive NS customers and their operations.

In accomplishing its mission, DOE/NV utilizes a Performance-Based Management Contractor (PBMC) to perform work at its facilities, provide support to users of the NTS, and manage and operate the NTS infrastructure. Other contractors are utilized to provide security services, environmental restoration support, and other mission-related work. Formal direction of contract activities is through DOE/NV Designated Officials (DO) for the PBMC and security contractors or through Contracting Officer Representatives (COR) for other contracts.

DOE/NV utilizes formal work control mechanisms to ensure that work is properly screened to determine if it is appropriate for performance under DOE/NV's purview; to ensure that work is properly planned, risks are analyzed, and risk controls identified; and to ensure that work is appropriately authorized and appropriate documentation maintained. Once work is initiated, DOE/NV provides oversight commensurate with the inherent risks associated with the work performed. Work is evaluated and measured, and feedback is provided using award fee and performance-based management principles and practices. Input from the national laboratories is considered in this evaluation and feedback process. Practices that result in key lessons learned are reported through the DOE/NV's Lesson Learned Program.

DOE/NV work requires the effective teaming of diverse federal professionals to accomplish the mission. DOE/NV is committed to creating an environment wherein high performance teams and partnerships are empowered to accomplish an objective through the combined talents of the participants. Technical skills are fostered through the Technical Qualification Program, which provides ongoing training and evaluation to ensure that federal staff maintain the highest levels of technical expertise. The Succession Planning Program is another tool utilized by DOE/NV to ensure the availability of highly trained professionals for a variety of management, technical, and administrative positions.

Work is assigned throughout the DOE/NV organization in accordance with the organizational elements' functional assignments defined in Chapter 2. Heads of organizational elements further distribute work assignments to individual employees. Safety responsibilities of DOE/NV management officials and staff are

an integral component of each individual's job and cannot be delegated. Authorities, which flow from DOE/HQ, may be further delegated below the Manager.

The DOE/NV organization depends upon a blend of management, technical, administrative, and support personnel to accomplish its assigned missions through assigned line and/or support roles. Line roles are those that are associated with the work performance that lead directly to mission accomplishment. Support roles are those that are associated with institutional or support functions that contribute to the success of missions.

DOE/NV has defined position categories to identifying common responsibilities and authorities throughout the DOE/NV organization, which are described in Table 1. The differentiation between Program and Project Manager in Table 1 is associated with the duration of the work scope, i.e., programs continue year after year, whereas projects have a defined beginning and end date. Key responsibilities and authorities assigned to specific position categories are defined in Chapters 3 and 4. Chapter 4 also serves to integrate safety responsibilities and authorities from the DOE corporate FRAM, the DOE/Defense Programs FRA, and the DOE/EM FRA documents. Qualification standards for DOE/NV position categories are specified in the DOE/NV training Directive. It is the responsibility of the first line supervisor to ensure that work is assigned to personnel qualified in applicable position categories based on the nature of the work.

Major changes to the organizational components of the manual must be approved by the Manager, DOE/NV; normal clarifying or refining of duties and responsibilities outlined within the Manual will be changed in accordance with the DOE/NV Directives System Directive, NV M 251.1-1A. HRD will serve as the OPR.

In the event of conflicts between responsibilities and authorities identified in regulations/DOE Directives and the provisions of this Manual, the regulatory/DOE Directives requirements take precedence. If there are any conflicts between this Manual and other DOE/NV Directives, position description, or performance appraisals regarding roles and responsibilities, the provisions of this manual take precedence.

This Directive, coupled with individual positions descriptions and performance appraisals, forms the basis for accountability of all DOE/NV employees. Employees are trained on the content of this Directive. Employees are encouraged to identify inconsistencies and/or inaccuracies with this, or any other

DOE/NV Directive, so that they can be addressed by the appropriate OPR(s). This will provide the feedback necessary to strive for continuous improvement in our DOE/NV management systems.

Table 1--DOE/NV Position Categories	
<u>Manager and Assistant Managers (AM).</u>	DOE/NV Senior Managers are responsible for developing the overall mission; establishing broad priorities; providing technical direction; preparing and defending the mission budget; integrating all components of the mission; providing liaison with management, DOE/HQ, and the public; and retaining overall accountability for safe delivery of all products associated with the mission. Some of these Senior Managers are formally designated by the DOE/NV Manager as a "Program Manager" as defined by the Procurement Integrity Act definition of a "Program Manager." This formal designation has no relationship to the term as it is used below and any other place in this document as a DOE/NV Position Category nor does it have any relation to the Office of Personnel Management (OPM) position classification: Series 340--Program Manager.
<u>DOs/CORs.</u>	A DO/COR is an individual appointed by the Contracting Officer to act as an authorized representative for such functions as technical monitoring, inspection, and other functions of a more technical nature not involving a change in the scope, terms, and conditions of the contract. The contractor must comply with written direction provided by the DO/COR.
<u>Division/Office Director.</u>	Division/Office Directors are responsible for ensuring that assigned programs/projects are properly planned, executed, and evaluated; ensuring the quality and effectiveness of assigned functions; and for ensuring qualifications of assigned personnel. The Division/Office Directors are responsible for establishing priorities, setting goals, providing overall strategic and technical direction, ensuring availability of human and budgetary resources, negotiating and reconciling conflicting or competing requirements and/or priorities within the assigned projects and functions, and ensuring that work is performed safely. Division/Office Directors must coordinate and integrate the efforts of Program/Project Managers, Task Managers, Functional Managers, facility representatives, and subject matter experts (SME) that report to them.

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Table 1--DOE/NV Position Categories	
<u>Program/Project Manager.</u>	A DOE/NV employee, formally designated by a DOE/NV AM or Division/Office Director, who is assigned program/project management responsibilities for a defined work scope. The Program/Project Manager is the single point of contact (POC) for the work scope and is accountable for ensuring an adequately defined work scope, cost, schedule, and for monitoring contractor performance. The Program/Project Manager is responsible for ensuring adequate planning and organizing, directing, controlling, and reporting all activities within the assigned scope of work to provide a defined product(s) in a safe manner. Program/Project Managers may reside in any of the DOE/NV AM organizations. Neither Program Manager nor Project Manager responsibilities are further delegatable. For construction projects, the term "Project Engineer" is equivalent to Program/Project Manager as used within this Manual.
<u>Task Manager.</u>	A DOE/NV employee, formally designated by a DOE/NV Division/Office Director, who is responsible for oversight of specific tasks within a program/project to insure compliance with approved plans. The Task Manager is accountable to the Director for providing appropriate support to designated Program/Project Managers. The Task Manager is responsible for monitoring performance in accordance with approved plans, notifying the Program/Project Manager of deviancies from plans and unsafe conditions, and providing recommendations to the Program/Project Manager to ensure the delivery of specific project deliverables.
<u>Functional Manager.</u>	A DOE/NV employee, formally designated by a DOE/NV Division/Office Director, who is assigned the responsibility to monitor the performance of a function(s) that supports multiple DOE/NV missions/programs/projects. The Functional Manager has no responsibility for the contractor's/user's development of cost, scope, or schedule. However, the Functional Manager does ensure that assigned functions satisfy defined requirements and are performed in a manner that adequately controls associated risks.
<u>Facility Representative.</u>	DOE/NV personnel formally designated by the DOE/NV Manager. The Facility Representatives' key role is to provide an independent line management on-site presence and maintain a constant vigil on operations to ensure that hazard controls are functioning as planned and work is being performed safely.
<u>Subject Matter Expert.</u>	A DOE/NV support staff employee, who by virtue of a combination of education, training, and experience, possesses knowledge and skills in a particular field/discipline sufficient to provide Line Managers with sound advice and direction relating to their area of expertise. SMEs are formally designated by the applicable DOE/NV Division/Office Director with responsibility for the area of expertise.
<u>Administrative Staff.</u>	DOE/NV employees providing clerical and administrative support to the organization.

(**NOTE:** The term Program Manager is used in this Directive to establish an overall DOE/NV management system and has no association with the OPM position classification, "Series 340--Program Manager.")

3. DELEGATION OF AUTHORITY.

The Secretary is the source for all DOE authority and may delegate that authority throughout DOE. The Cognizant Secretarial Office (CSO) of the DOE/HQ Program Office delegates DOE/NV operating authority to the DOE/NV Manager, who in turn, delegates operating authority to the AMs of DOE/NV organizational elements. Authority may be delegated by DOE Directives, mission statements, position descriptions, and FRA memorandums.

The following restrictions apply to the DOE/NV delegation of authority:

- a. All delegations must be in writing, which must be provided to the designee. This document shall establish a clear understanding between the delegating authority and the designee of the specific function delegated and all circumstances under which the authority may be exercised, including any restrictions or prohibitions related to further delegation.
- b. The delegation may be rescinded by the delegating authority in writing at any time.
- c. Verbal delegations are not to be used unless supported by a written delegation, e.g., the Deputy Manager assumes authority whenever the Manager is on travel.
- d. Permanent delegations remain in effect until rescinded in writing by the delegating official. Temporary delegations should specify when authority is to be terminated.
- e. Any time a DOE/NV signature is required, the signing official shall have written authority.

4. HOW DOE/NV INTENDS TO DO WORK.

Those activities that define and shape the missions of the department, such as the development of strategic plans, budget execution plans, and safety policies and requirements, are considered to be direction. The five core management functions,

together with corporate direction, define the necessary structure for any work activity that could impact the department. The degree of rigor in addressing these functions will vary based on the work activity and the risks involved. Collectively, execution of DOE/NV's system of Directives will provide reasonable assurance that work will be effectively controlled (see Figure 1).

DOE/NV Management Functions

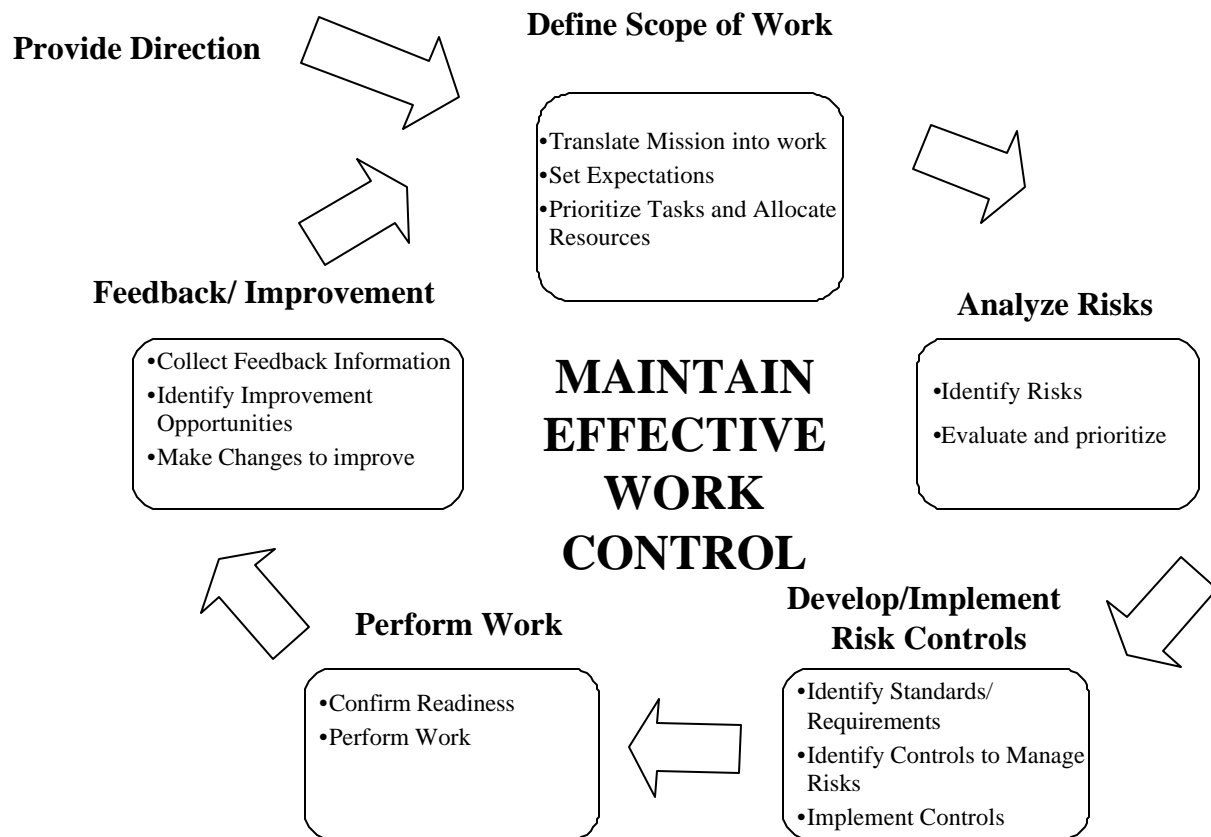


Figure 1

CHAPTER II

DOE/NV ORGANIZATIONAL MANUAL--FUNCTIONAL ASSIGNMENTS

1. OFFICE OF THE MANAGER.

a. Mission.

The role of the Office of the Manager is to ensure assigned DOE/NV missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. DOE/NV's five current missions are:

- (1) National Security
- (2) Environmental Management
- (3) Technology and Economic Diversification
- (4) Energy Efficiency and Renewable Energy
- (5) Stewardship of the NTS

The DOE/NV organizational structure to accomplish these missions is depicted in Figure 2.

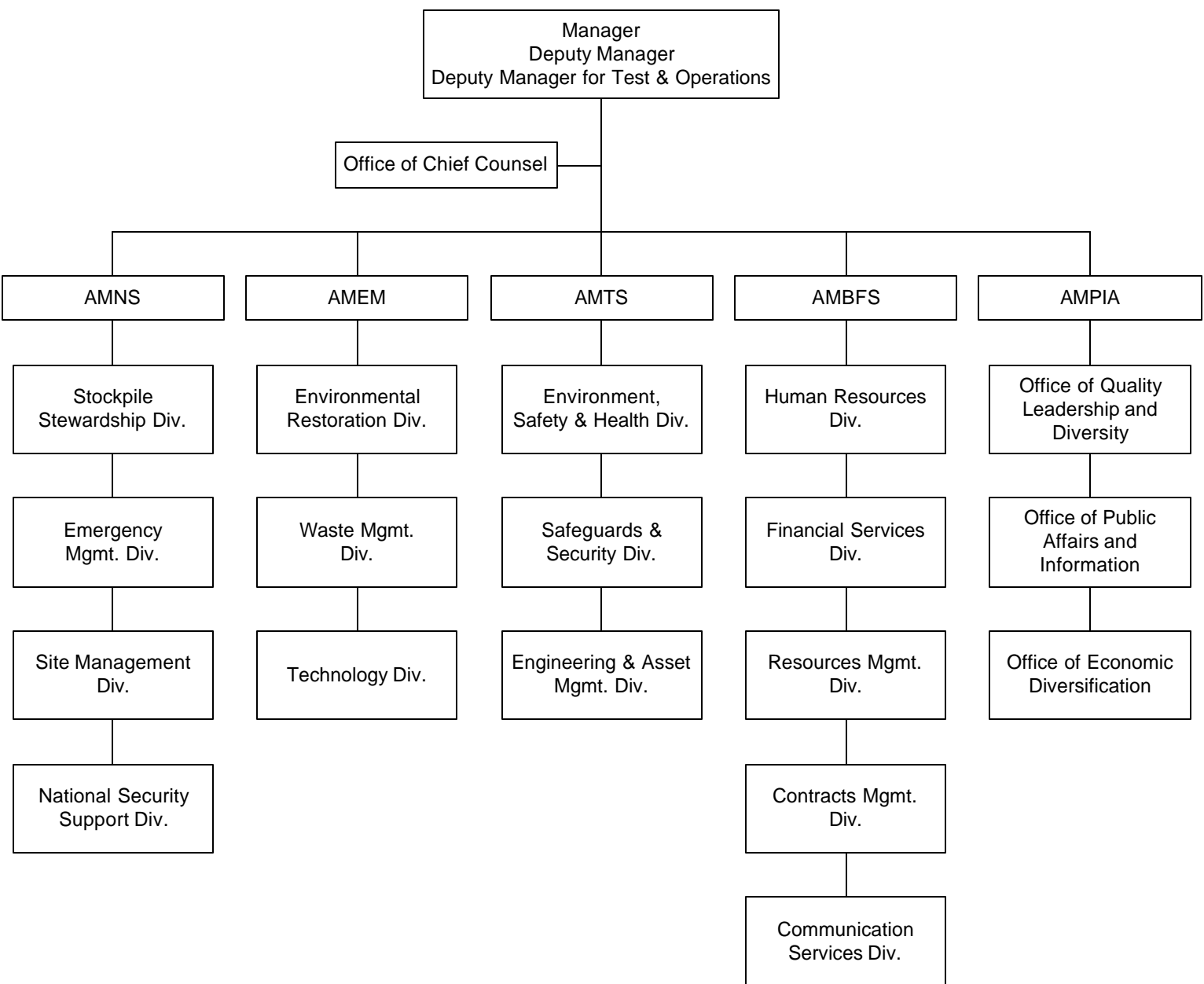


Figure 2--DOE/NV Organizational Elements Functional Assignments

b. Components. The Office of the Manager is comprised of: the Manager, Deputy Manager, Deputy Manager for Test and Operations, and Office of Chief Counsel (OCC).

c. Functions.

(1) Manager, DOE/NV. The Manager, DOE/NV provides executive direction of program, project, and administrative functions and activities assigned to DOE/NV.

(2) Deputy Manager, DOE/NV. The Deputy Manager, DOE/NV assists the Manager, DOE/NV, in the executive direction of program, project, and administrative functions and activities assigned to DOE/NV.

(3) Deputy Manager for Test and Operations, DOE/NV. The Deputy Manager for Test and Operations serves as the Senior Line Manager for operations at the NTS and ensures overall integration among all NTS field operations.

(4) Office of Chief Counsel. OCC performs the following functions:

(a) Litigation and Claims Management. Takes legal action on claims, litigation, and administrative proceedings. Monitors and approves outside counsel billings. Reviews and/or approves claims. Represents DOE/NV management in litigation and administrative proceedings.

(b) Preparation of Legislative Material. Prepares or coordinates review of legislative material.

(c) Legal Library. Maintains legal library resources for DOE/NV use.

(d) Ethics and Financial Disclosure Reporting. Distributes financial disclosure reporting documents and information. Reviews financial submissions. Provides ethics advice.

2. ASSISTANT MANAGER FOR NATIONAL SECURITY (AMNS).

- a. Mission. AMNS ensures that assigned missions are accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMNS provides the programmatic direction and technical project management necessary to:

- (1) Maintain nuclear test resumption capability.
- (2) Support field experiments gathering stockpile related physics data.
- (3) Operate the Device Assembly Facility (DAF), the U1a Complex, the Big Explosive Experimental Facility (BEEF), the Joint Actinide Shock Physics Experimental Research (JASPER) Facility, and the HAZMAT Spill Center (HSC).
- (4) Manage key elements of national nuclear emergency response.
- (5) Host U.S. Department of Defense (DoD) and Defense Threat Reduction Agency (DTRA) special projects, and other Work for Others (WFO) projects.
- (6) Provide federal presence, intelligence support, and oversight to NTS programmatic and operational activities.

- b. Components. The Office of AMNS is comprised of the Nevada Intelligence Center (NVIC) and four divisions: Stockpile Stewardship Division (STD), Emergency Management Division (EMD), Site Management Division (SMD), and National Security Support Division (NSSD).

- c. Functions.

- (1) Office of AMNS. The Office of AMNS performs the following functions:
 - (a) Oversight of functional responsibilities of AMNS.
 - (b) Oversight of the DOE/NV ISM Program.
 - (c) Oversight of the Nevada Work Smart Standards (NV-WSS) process.

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- (d) NVIC activities, including foreign intelligence, counterintelligence, and special security functions.
- (2) Stockpile Stewardship Division. STD performs the following functions:
 - (a) Stockpile Stewardship Program. Functions as the programmatic line management for Stockpile Stewardship projects and facilities assigned to DOE/NV, including the DAF, U1a, BEEF, JASPER, and the HSC.
 - (b) Subcritical and High Explosive (HE) Experiments. Ensures that contractor work associated with subcritical and HE experiments is defined, meets user laboratory requirements, complies with the principles of ISM, and meets all DOE and regulatory requirements.
 - (c) Nuclear Test Readiness/Archiving Program. Manages test readiness activities related to archiving, retention of core capabilities, training, and certification. Provides coordination of Containment Evaluation Panel and underground testing seismic monitoring activities. Manages the work associated with test diagnostics at Livermore, Los Alamos, and Nevada. Manages the meteorology program and test readiness activities related to NS activities.
 - (d) DoD WFO. Manages all DoD Demilitarization Programs conducted at the NTS by providing DOE/NV Program/Project Managers. Coordinates and oversees the DTRA Projects. Coordinates and oversees all DoD conventional weapons tests carried out at the NTS by providing DOE/NV Program/Project Managers. Coordinates and oversees all other defense/NS project activities on NTS such as NTS imaging, chemical/biological projects, and intelligence projects.
 - (e) Counterproliferation/Counterterrorism Program. Coordinates and oversees all laboratory, DTRA, and commercial counterproliferation activities conducted in the DOE/NV complex.
- (3) Emergency Management Division. EMD performs the following functions:
 - (a) Nuclear Emergency Search Team (NEST) Program. Serves as the DOE Manager for the search and assessment aspects of the NEST program. As such, provides programmatic direction and oversight of

the search assets within DOE/HQ, DP-23 guidance, and in accordance with DOE Order 5530.2, NUCLEAR EMERGENCY SEARCH TEAM; DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the Federal Radiological Emergency Response Plan (FRERP). EMD maintains deployment rosters; qualifies emergency management, scientific and technical personnel; administers training, exercises, and drills; plans and administers technical integration and configuration management activities; and coordinates deployments for federal emergencies. EMD also provides integration with the Lead Federal Agency and other federal agencies to maximize efficiency during emergency missions and exercises.

- (b) Consequence Management (CM) and Federal Radiological Management and Assessment Center (FRMAC) Program. Serves as the DOE Manager for CM assets deployable worldwide and as federal coordinator for national response efforts during a domestic radiological emergency (FRMAC deployment). As such, provides programmatic direction and oversight of the program within DOE/HQ, DP-23 guidance, and in accordance with DOE Order 5530.5, FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT CENTER; DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP. EMD maintains deployment rosters; qualifies emergency management, scientific and technical personnel; administers training, exercises and drills; plans and administers technical integration and configuration management activities; and coordinates deployments for federal emergencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.
- (c) Aerial Measuring System. Serves as the DOE Manager for the Aerial Measuring System program. As such provides programmatic direction and oversight of the program within DOE/HQ, DP-23 guidance, and in accordance with DOE Order 5530.4, AERIAL MEASUREMENT SYSTEMS; DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP. EMD maintains deployment rosters; qualifies both scientific and aviation personnel; administers training, exercises, and

drills; plans and administers technical integration and configuration management activities; and coordinates deployments for federal emergencies and for work for other federal agencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.

- (d) Accident Response Group (ARG). DOE/NV provides logistical support and emergency management expertise to ARG programs administered by the DOE Albuquerque Operations Office (DOE/AL). As such, EMD ensures readiness of the logistical support equipment and technicians, maintains deployment rosters, conducts local readiness drills and participates in regional and national exercises. DOE/NV provides the Deputy Senior Energy Official for ARG field deployments. These services are provided within DOE/HQ, DP-23 guidance, and in accordance with the ARG Deployment Procedures Manual; DOE Order 5530.1A, ACCIDENT RESPONSE GROUP; DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM; PDD-39 and PDD-62; and the FRERP.
- (e) Communicated Threat Assessment (CTA) Program. Serves as Contracting Officer's Representative for the CTA program that is managed from DOE/HQ, NN-50. As such, EMD provides oversight and evaluation, as well as contract and financial management of the program. Direction and work scope are developed and implemented through negotiations between various customers, NN-50, and the contractor. The customers include the Federal Bureau of Investigation, Department of State, DoD, and other federal and local law enforcement entities. The purpose of the program is to provide the United States Government a capability to evaluate communicated threat messages in order to determine the credibility of the threat. The evaluations are made for behavioral, technical and operational aspects of the threat message. Such evaluations are meant to preclude expensive deployments when a threat message is deemed to be not credible.
- (f) Emergency Response Support and Logistics. Provides support and logistics technicians and equipment for worldwide deployment of all DOE radiological response assets.

- (g) Radiological Assistance Program. Serves as the Manager for Team 4 of Region 7. As such, manages, provides oversight and defines direction for the team within DOE/HQ, DP-23, and Oakland Field Office guidance, and in accordance with DOE Order 5530.3, "RADIOLOGICAL ASSISTANCE PROGRAM, and the FRERP. EMD maintains deployment rosters; qualifies both scientific and emergency management personnel; administers training, exercises, and drills; maintains equipment readiness; and coordinates deployments for federal emergencies. EMD also provides integration with other federal agencies, state authorities, tribal officials, and other local coordinators to maximize efficiency during emergency missions and exercises.
- (h) Special Programs. Provides management of DOE and WFO funded special programs and projects at Remote Sensing Laboratory-Nellis Operations, Special Technologies Laboratory, Remote Sensing Laboratory-Andrews Operations, and other facilities related to intelligence, counterintelligence, counterterrorism, counterproliferation, law enforcement, low intensity conflict, and other unique programs.
- (i) Eastern Measurements Office. Provides management and oversight of Remote Sensing Laboratory-Andrews Operations located at Andrews Air Force Base, Maryland, and serves as DOE/NV's emergency response "home base" in the Washington, D.C., and eastern United States areas.
- (j) Protective Countermeasures/Domestic Preparedness. Provides training, classroom instruction, and technology to state, local, and federal agencies having mission responsibilities to develop protective countermeasures to prepare and protect the United States domestically from terrorist incidents.
- (k) Emergency Training Drills and Exercises. Manages and coordinates DOE/NV and contractor emergency management related training drills and exercises for local and national response programs.

- (4) Site Management Division. SMD provides the following functions:
- (a) NTS Operational Coordination. As the focal point for NTS coordination and scheduling, develops, maintains, and communicates an integrated schedule of site operational activities, which integrates all field activities on the NTS and surrounding areas for distribution to all laboratories, contractors, other site users, and DOE/NV Program/Project Managers. Provides interface with NTS scheduled activities and NVIC to ensure users and associated interests are not conflicting.
 - (b) On-Site Aviation/Airspace Management. Ensures the control of airspace over the NTS for protection of high-risk facilities/activities and conduct of special operations and tests. Maintains coordination of ground air operational facilities and coordinates access through the NTS into the Nellis Air Force Range complex, both air and ground.
 - (c) Personnel and Facilities for Test Readiness Requirements. Provides required staff and management of Operations Control Center to meet test readiness program requirements.
 - (d) Facility Representatives. Manages and administers a facility representative program for nuclear and nonnuclear facilities such as the DAF, Waste Management Operations, BEEF, U1a, DTRA complex, the balance of site, and off-site locations.
 - (e) Site Emergency Management Functions. Supports the DOE/NV Emergency Management Program by providing SMD personnel who serve in the NTS Emergency Response Organization. Describes emergency roles and responsibilities of SMD personnel in SMD plans and procedures in concert with the DOE/NV Comprehensive Emergency Management Plan.
 - (f) NTS Duty Officer Program. Manages and administers the DOE/NV Duty Officer program and procedures. Personnel serve as Duty Officers on a rotational basis, 24-hours a day, 7 days a week.
 - (g) Single POC for Joint Testing Organization (JTO). Serves as single POC for day-to-day interactions with NTS users and facilitates

resolution of user requirements. Participate in JTO users meetings. Directs expressed concerns to appropriate DOE/NV organizations for action or resolution.

- (h) Federal Property Disposition. Coordinates the reuse of excess federal property by the Community Reuse Organization (CRO) and associated entities with the PBMC.
- (5) National Security Support Division. NSSD provides the following functions:
- (a) Nuclear Explosive Safety. Supports DOE/NV and its customers by performing Nuclear Explosives Safety Studies on operations and facilities involving the use of special nuclear material (SNM). Provides reciprocal support to DOE/AL.
 - (b) DNFSB Coordination. Provides DOE/NV a single POC for all interactions with DNFSB personnel regarding Defense Programs nuclear facilities and DOE/NV activities of interest to the DNFSB.
 - (c) Aviation Safety. Provide DOE/NV aviation safety oversight of all DOE/NV aviation assets and operations.
 - (d) Treaty Negotiations and Implementation. Manages the Threshold Test Ban Treaty and Peaceful Nuclear Explosives Treaty Verification Programs for DOE. Serves as the DOE/NV focal point for the development of verification portions of the Nonproliferation Treaty, Comprehensive Test Ban Treaty, Open Skies Treaty, and Chemical Weapons Convention Treaty; ensures participation in exercises, drills, and development of draft protocols and procedures.
 - (e) Authorization Basis Document Coordination. Reviews all NS Real Estate/Operations Permits' (REOP) authorization bases, including Authorization/Activity Agreements to ensure consistency and completeness. Samples selected packages for more in-depth evaluation.

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- (f) Nevada Work Smart Standards. Administers the NV-WSS Program including baseline change control document assistance, Change Review Group (CRG), and integration of approved standards into contract documents.
 - (g) Technical Standards Program. Provides the DOE/NV a single POC for all activities regarding DOE technical standards including review and comment coordination and interfaces with DOE/HQ.
 - (h) Aviation Management. Provide the DOE/NV aviation Program Manager responsible for the DOE management and oversight of all DOE/NV aviation assets and operations. Utilizes input from the DOE/NV aviation safety officer to evaluate the overall aviation program and provide technical direction when needed.
 - (i) Readiness Review Program. Manages and administers a program to provide DOE/NV readiness reviews in accordance with nuclear facility Directives for nuclear facilities and tailored readiness reviews for nonnuclear facilities.
 - (j) Occurrence Reporting. Provides the DOE/NV functional management for all occurrence reports including program administration, notification protocols, and trending/analysis reports.
 - (k) Hazardous Operations Controller (HOC) Program. Manages and administers the HOC Program for DOE/NV and assigns an HOC for applicable operations.
- (6) Nevada Intelligence Center. NVIC provides intelligence support to DOE Intelligence Office, DOE/NV, the NTS, Tonopah Test Range, and Intelligence Community tenants of these facilities and coordinates with SMD to ensure deconfliction of associated activities.

3. ASSISTANT MANAGER FOR ENVIRONMENTAL MANAGEMENT (AMEM).

- a. Mission. The role of AMEM is to ensure assigned missions are successfully accomplished in a manner that protects the health and safety of workers, the public, and the environment; and promotes public trust. AMEM provides the programmatic and technical project management necessary to:

- (1) Conduct environmental restoration project work, including all investigation, assessment, and corrective action work in accordance with required regulatory parameters.
 - (2) Manage staged, stored, treated, and disposed waste in accordance with required regulatory parameters.
 - (3) Manage environmental technology development and deployment activities.
 - (4) Manage the Waste Management Center of Excellence.
 - (5) Provide federal oversight of contractor efforts for the Renewable Energy and Marshall Islands Programs.
 - (6) Manage the DOE/NV Transportation Program.
 - (7) Manage the DOE/NV Resource Conservation and Recovery Act (RCRA) Program.
- b. Components. The Office of AMEM is comprised of a Senior Laboratory Advisor, Public Accountability Specialist, a Program Integration Team, the Environmental Restoration Division (ERD), the Waste Management Division (WMD), and the Technology Division (TD).
- c. Functions.
- (1) Office of AMEM. The Office of AMEM provides the following functions:
 - (a) Laboratory Advisor. Provides senior-level guidance and advice for the DOE/NV EM program pertaining to issues such as hydrologic modeling, performance assessment criteria, integrated closure cap design, monitoring, transportation, and regulatory interfaces.
 - (b) Public Accountability. Manages public accountability activities for the DOE/NV EM program, consistent with DOE/HQ EM and DOE/NV policies; provides guidance and advice to the DOE/NV EM Community Advisory Board; and coordinates stakeholder meetings with state and local agencies, the public, and other interested groups.

- (c) Program Integration. Responsible for all crosscutting activities associated with DOE/NV EM activities including strategic planning; scope, cost, and schedule development; project control; performance reporting; health and safety; quality assurance (QA); technical and regulatory support; stewardship planning; and management of agreements and grants.
- (2) Environmental Restoration Division. ERD performs the following functions:
 - (a) Federal Facilities Agreement and Consent Order (FFACO). Manages the FFACO which defines the regulatory requirements and corrective action strategies for DOE/NV environmental restoration responsibilities within the state of Nevada.
 - (b) Underground Test Area (UGTA) Project. Manages the UGTA project to model and monitor the effects of historical underground nuclear testing on and around the NTS.
 - (c) Soils Project. Manages the Soils Project to assess and perform applicable corrective actions for contaminated surface and near-surface soils on and off the NTS.
 - (d) Industrial Sites Project. Manages the Industrial Sites Project to assess and perform applicable corrective actions for abandoned industrial-type contaminated sites and facilities on the NTS.
 - (e) Off-Sites Project. Manages the Off-Sites Project to assess and perform applicable corrective actions for non-NTS underground nuclear testing locations in Alaska, Colorado, Mississippi, Nevada, and New Mexico.
- (3) Waste Management Division. WMD performs the following functions:
 - (a) Federal Facility Compliance Act Consent Order (FFCAct), Mutual Consent Agreement (MCA), and Site Treatment Plan (STP). Manages the FFCAct, MCA, and STP which define regulatory requirements associated with DOE/NV waste management activities.

- (b) Low-Level Waste Project. Manages low-level waste disposal facilities at the NTS for approved generators.
 - (c) Transuranic Waste (TRU) Project. Manages the storage, characterization, and shipment of legacy TRU off-site to the Waste Isolation Pilot Plant.
 - (d) Mixed Waste Project. Manages the storage, characterization, treatment, and disposal of low-level mixed waste in accordance with required regulatory activities; and manages and maintains the NTS RCRA Part B Permit.
 - (e) Solid Waste Project. Manages the disposal of solid and hazardous waste for DOE/NV activities.
 - (f) Radioactive Waste Acceptance Program (RWAP). Manages the RWAP to ensure waste generators develop and maintain a compliant program when shipping low-level and mixed radioactive waste to the NTS for disposal.
 - (g) DOE/NV RCRA Program. Manages the DOE/NV RCRA Oversight Program and coordinates DOE/NV RCRA Hazardous Waste Permit activities, including maintenance of the Hazardous Waste Permit.
 - (h) DOE/NV Transportation Program. Manages the DOE/NV Transportation Program including traffic management, packaging, transportation of waste, and coordination with DOE/HQ transportation initiatives.
- (4) Technology Division. TD performs the following functions:
- (a) EM Technology Development. Investigate, demonstrate, and deploy innovative technologies that have the potential to provide more effective or cost efficient methods for environmental restoration and waste management activities.
 - (b) Characterization, Monitoring, and Sensor Technology Crosscut Program. Manages the DOE/HQ EM Office of Science and

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Technology national effort to develop innovative technologies in the monitoring and sensor area to support five focus areas for environmental remediation and waste management.

- (c) Waste Management Center of Excellence. Provides technical assistance to the national Low-Level Waste Management Program at the Idaho Operations Office in developing management systems for commercial low-level waste
- (d) Site Technology Coordinating Group. Manages the STCG whose objectives are the development and deployment of innovative technologies in DOE/NV environmental restoration and waste management activities.
- (e) Nevada Environmental Research Park (NERP). Provides leadership and coordination of the research relationship with Nevada universities to develop new and innovative science and technology for EM.
- (f) Risk Policy Initiatives. Serves as the field technical lead for the Nevada Risk Assessment Management Program to perform independent health risk assessment of environmental restoration and waste management activities.
- (g) Alternative Energy Activities. Provides federal oversight for the Bechtel Nevada renewable energy programs and other research efforts aimed at developing alternate forms and sources of energy production and utilization.
- (h) Marshall Islands Environmental and Medical Surveillance. Provides federal oversight for Bechtel Nevada logistical support for the annual terrestrial science missions, the continuing medical support to the Marshallese affected by atmospheric fallout from nuclear testing activities, and the resettlement efforts for the displaced populations.

4. ASSISTANT MANAGER FOR TECHNICAL SERVICES.

- a. Mission. The role of AMTS is to ensure that technical services are successfully accomplished in support of DOE/NV missions.

- b. Components. The Office of AMTS is comprised of three divisions: Engineering & Asset Management Division (EAMD), Environment, Safety & Health Division (ESHD), and Safeguards & Security Division (SSD).
- c. Functions.
 - (1) Office of AMTS. The Office of AMTS is responsible for management and oversight of AMTS functional responsibilities.
 - (2) Environment, Safety & Health Division. ESHD performs the following functions:
 - (a) National Environmental Policy Act (NEPA) Coordination. Provides the focal point for the coordination of all NEPA documentation including Environmental Impact Statements (EIS), environmental assessments, findings of no significant impact, and records of decision. Serves as the NEPA Compliance Officer for DOE/NV. Manages the DOE/NV Site-Wide EIS.
 - (b) Environmental Monitoring Programs. Manages a comprehensive environmental monitoring program including the Off-Site Radiation Monitoring Program, Routine Radiological Environmental Program, Community Environmental Monitoring Program, and Ecology Monitoring Program.
 - (c) Hydrology Program. Manages the coordination of hydrology studies and water resource planning. Establishes policy for use, protection, and study of groundwater. Ensures coordination of all programs and projects related to groundwater assessment, monitoring, or development. Ensures technical basis for expanded water use; determines impact of increased off-site use. Manages and coordinates the rehabilitation and plugging of the approximately 4,100 wells and boreholes constructed for the support of the Weapons Testing Program. Ensures that all work is completed in accordance with state and federal regulations in order to protect groundwater resources.
 - (d) Environmental Reporting Coordination. Coordinates and performs the reporting of all spills in accordance with environmental

regulations. Also manages the preparation and reporting of the DOE/NV Biennial RCRA Report and the DOE/NV Annual Site Environmental Report.

- (e) Cultural Program Management. Manages and coordinates all cultural programs required to comply with federal and state regulations, including Cultural Resource Management, National Historic Preservation Act, and Native American Consultation.
- (f) Environmental Justice Program. Manages DOE/NV efforts to comply with Environmental Justice.
- (g) NERP Management. Coordinates projects utilizing the NERP with other NTS activities.
- (h) Federal Employee Occupational Safety and Health (FEOSH) Program. Manages a federal program in accordance with 29 Code of Federal Regulations (CFR) 1960 and DOE's implementation of that program in accordance with DOE Directives, including injury/illness reporting.
- (i) Radiation Protection Program. Manages the contractor operated Radiation Protection Program which provides traditional health physics/radiation protection services to DOE/NV customers. Ensures consistency and completeness of contractor RadCon Manuals.
- (j) Nuclear Safety/Price-Anderson Amendment Act Coordination. Coordinates DOE/NV efforts to uniformly respond to nuclear safety regulations.
- (k) Analytical Services Program. Manages the contractor operated analytical laboratory for the provision of sample analysis services for DOE/NV customers.
- (l) Industrial Hygiene Program. Manages the contractor operated Industrial Hygiene Program that provides traditional industrial hygiene services to NTS workers and users.

- (m) Medical Services Program. Manages the contractor operated Occupational Medical Program which provides medical emergency response, occupational medical services, and nonoccupational medical services to the DOE/NV community.
- (n) Fire Protection Program. Manages the contractor operated Fire Protection Program.
- (o) Occupational Safety Program. Manages the contractor operated Occupational Safety Program which address industrial safety, construction safety, electrical safety, tunnel safety, drilling safety, aviation safety, explosives safety, and firearm safety.
- (p) Type A and B Accident/Incident Investigation Coordination. Coordinates all Type A and B accident/incident investigations. Provides trained investigators to support DOE/HQ Accident Investigation Teams and DOE/NV chaired investigations.
- (q) Integration Safety Plan Coordination. Coordinates the efforts of DOE/NV and contractor environment, safety, and health (ES&H) input to the ES&H Management Plan planning process and serves as the POC with DOE/HQ for DOE/NV's input.
- (r) ES&H Authorization Basis Assurance. Works with Line Management Program Offices to ensure that all appropriate work performed under the purview of DOE/NV has an ES&H Authorization Basis as described in the Bechtel Nevada ISM Plan and the DOE/NV FRAM.
- (3) Safeguards & Security Division. SSD performs the following functions:
 - (a) Protective Forces Program. Manages contractor operated Protective Force which provides protection for SNM, property, and classified matter.
 - (b) Personnel Security Program. Provides DOE Security Access Authorizations (security clearances), as appropriate. Conducts interviews, arranges administrative review hearings, and initiates additional investigations to resolve questions of clearance eligibility.

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- (c) Visitor Access Program. Ensures requests for all classified visits to DOE/NV facilities have been authorized and approved. Notifies DOE/NV personnel of sensitive out-of-country travel issues.
- (d) Critical Duty Certification Program. Provides security certification to the DOE/NV Manager of all personnel within DOE/NV's jurisdiction assigned to critical duty assignments.
- (e) Safeguards and Security Awareness Training. Provides initial and annual refresher security training.
- (f) Technical Surveillance Countermeasures Program. Ensures an effective program to counter electronic penetration of DOE/NV and DOE/NV facilities.
- (g) Operations Security. Implements *National Security Decision Directive 298* requiring protection of sensitive information and establishes a risk management program.
- (h) Security Threat Assessment. Identifies and assesses threats to security through liaison with law enforcement agencies.
- (i) Information Security Program. Manages the Information Security Program for the control, processing, protection, and disposition of classified and sensitive information.
- (j) Physical and Technical Security. Manages the Physical and Technical Security Program. Ensures implementation of DOE policies pertaining to physical security and technical security including secure communications, closed circuit television, intrusion detection and duress alarm systems, etc., of all DOE/NV facilities.
- (k) Federal Security Credentials Program. Ensures effective identification program for those employees requiring badges and/or credentials.
- (l) Employee Concerns/Confidential Hotline. Provides a 24-hour hotline for individuals to report areas of concern.

- (m) Nuclear Material Control and Accountability Program. Manages the Nuclear Material Control and Accountability Program for SNM, including: detection and prevention of unauthorized diversions of SNM; and receipt, shipment, storage, and use of SNM.
- (n) Classified Material Courier Program. Ensures the protection of computer security material in transit between DOE/NV facilities.
- (o) Personnel Assurance Program/Personnel Security Assurance Program. Establishes requirements for and certification of employees to nuclear explosive safety critical duties.
- (p) Secure Communications and Teleconference. Manages DOE/NV's communication network that provides for exchange of secure information within DOE and with other federal agencies.
- (4) Engineering & Asset Management Division. EAMD performs the following functions:
 - (a) Comprehensive Asset Management Plan. Coordinates a comprehensive, site-wide DOE/NV approach in prioritizing and approving strategic system acquisitions, major projects, other line items, general plant projects, facilities, and general plant equipment to assist in the management of physical assets.
 - (b) Project Planning and Conceptual Design Development. Coordinates all aspects of the planning and conceptual design for strategic system acquisitions, major projects, other line items, and general plant projects internal and external to DOE/NV. Reviews preconceptual activities; reviews project execution plans.
 - (c) General Plant Equipment Planning. Coordinates a comprehensive DOE/NV approach to defining, acquiring, and disposing of infrastructure related capital equipment to optimize utilization.
 - (d) EAMD Budget Formulation. Coordinates planned budgets associated with strategic system acquisitions, major projects, other line items, and general plant projects for the DOE/HQ annual budget call. Coordinates and reviews project data sheet information related to construction projects for the annual DOE/HQ field budget call.

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- (e) Energy Management. Manages the Energy Management Program to control and reduce energy consumption. Plans, coordinates, and provides technical administration of utility services contracts.
- (f) DOE/HQ Initiatives, Assessments/Quality Plans/Task Plans and Procedure Development. Manages the coordination, implementation, and assessment of internal guides. Develops the procedural guidance for EAMD assigned responsibilities.
- (g) Construction Project Execution Management (General Plant Project Line Items/Operating Expense/Work for Others/Other Direct Funded Major Construction). Responsible for overall project management of all infrastructure construction projects and provides support for the project management/project engineering of all other construction activities. Responsible for other major direct funded construction-type activities such as large road maintenance and repair projects.
- (h) Fire Protection Program. Manages the DOE/NV Fire Protection Program to ensure that all DOE/NV facilities, sites, and activities are adequately protected.
- (i) External Core Technical Group Request Coordination. Provides technical advise and general coordination for DOE/NV in obtaining support from the DOE's Core Technical Group Program.
- (j) Infrastructure Management/Maintenance. Ensures that DOE/NV's infrastructure is efficiently utilized and maintained to satisfy customer needs.
- (k) Facility Management/Maintenance. Ensures that all DOE/NV facilities are efficiently utilized and maintained to satisfy customer needs.
- (l) NTS Site Services (Food Service, Housing, Commuting Services, Water Systems, Sewage Systems, and Landfills). Ensures that DOE/NV's site services are efficiently utilized and maintained to satisfy customer needs.
- (m) Real/Personal Property Management. Manages and evaluates real estate (obtains permits, licenses, easements, leases, and right-of-

ways) and personal property. Ensures the maintenance of physical inventories. Ensures the provisions of capital equipment and supplies in support of user operations. Provides acquisition, utilization, disposition, and oversight.

- (n) Vehicle/Equipment Management/Maintenance. Ensures that DOE/NV's vehicle/equipment pools are properly utilized, maintained, and managed in support of NTS customers and programs.
- (o) Nevada Support Facility (NSF) Management/Maintenance and Customer Services Program. Plans, manages, and implements a comprehensive maintenance program for the NSF, the General Services Administration (GSA) federal fleet, and the direct operations personal property. Manages and evaluates the standard office supplies, equipment, GSA federal fleet, and direct operations personal property systems and provides acquisition, utilization, disposition and oversight.
- (p) Customer Advocacy. Serves customers in a timely and effective manner by providing quality engineering and asset management expertise, products, and services.
- (q) Integrated Safety Management. Fully implements the principles of the Department's Safety Management System Policy in programs for which EAMD is responsible. Demonstrates appropriate emphasis on ensuring the technical competence of the federal staff associated with those programs and the conduct of effective oversight of the accomplishment of related work products and schedules.

5. ASSISTANT MANAGER FOR BUSINESS & FINANCIAL SERVICES (AMBFS).

- a. Mission. The role of AMBFS is to ensure that business and financial services are successfully accomplished in support of DOE/NV missions.
- b. Components. The Office of AMBFS is comprised of five divisions: HRD, Financial Services Division (FSD), Resources Management Division (RMD), Contracts Management Division (CMD), and the Communication Services Division (CSD).

c. Functions.

(1) Office of AMBFS. The Office of AMBFS performs the following functions:

- (a) Management and oversight of functional responsibilities of AMBFS.
- (b) Contracting Officer responsibilities for major DOE/NV contractors.
- (c) Chief Financial Officer (CFO) responsibilities.
- (d) Contractor Employee Protection Act Program.

(2) Human Resources Division. HRD performs the following functions:

- (a) Organization Change Control. Develops and retains supporting documentation for organizational structure changes and coordinates approval and implementation of changes.
- (b) Manpower Utilization. Manages full time equivalent request and allocation processes; tracks and reports manpower utilization.
- (c) Federal Employee Staffing, Recruitment, Classification, and Evaluation. Administers and assists customers in the use of staffing, recruitment, and classification programs; determines suitability of current employees and applicants. Administers the local area network-based performance management system.
- (d) Federal Employee Relations. Administers and assists customers in the use of employee relations program, including leave administration.
- (e) Official Federal Personnel Records. Maintains official personnel records and processes personnel actions.
- (f) Employee Recognition and Suggestions. Administers and assists customers in use of the employee recognition and suggestion programs.

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- (g) Employee Training, Development, and Coordination. Coordinates and administers training; administers central training fund budget; assists in development of training qualification standards; develops or contracts for development of central training programs.
 - (h) Contractor Compensation, Benefits, and Equal Employment Office (EEO) Programs. Provides oversight to contractor compensation and benefits programs and ensures contractor compliance with EEO regulations.
 - (i) Contractor Workforce Restructuring. Provides oversight to contractor programs; ensures compliance with Section 3161 of National Defense Authorization Act of 1993.
 - (j) Contractor Labor Relations Program. Ensures development and implementation of labor relations policies and practices. Cochairs DOE/NV Boards administering Davis Bacon/Service Contract Acts.
- (3) Financial Services Division. FSD performs the following functions:
- (a) Financial Systems Management Program. Identifies requirements, designs, develops, tests, implements, and maintains financial systems including Departmental Integrated Standardized Core Accounting System and Management and Accounting System, Energy Time and Attendance, Travel Manager, Foreign Travel Management System, Health and Human Services Systems, Automated Standard Application for Payments, Government On-Line Accounting System, and Business Management Information System. Participates in and maintains the DOE/HQ Executive Information system for DOE/NV users.
 - (b) Accounting Policy. Establishes and implements accounting policy for DOE/NV activities.
 - (c) Accounting and Financial Stewardship Program. Approves system and accounting changes, as well as Cost Accounting Standards Disclosure Statement changes. Provides financial services to employees, contractors, and vendors.

- (d) Cash and Debt Management Program. Establishes and implements financial management policies and procedures for asset management activities. Letter-of-credit management.
- (e) Payroll Management. Coordinates with DOE/HQ and all DOE/NV divisions to ensure that payrolls are processed through the Energy Time and Attendance System.
- (f) Travel Management. Oversees travel authorization, vouchers, payments, and audits to ensure that travel cost is in accordance with the Joint Travel Regulations and processed properly through the travel management system.
- (g) Financial Analysis and Reporting. Develops organizational financial reports and monthly submissions to DOE/NV and DOE/HQ management. Reviews or prepares comprehensive information required on special financial representations such as pensions, Environmental Liabilities, Environmental Safety and Health, and post retirement benefits. Prepares and annual plan of financial operational awareness consistent with the instruction and guidance from the DOE/HQ CFO.
- (h) Service Center Liaison. Provides coordination with the Albuquerque Financial Service Center on financial systems support, travel, and payment processing.
- (i) Indirect Cost Management. Prepares and updates five year reports of contractor indirect costs. Coordinates and reviews the DOE/NV submission of Functional Indirect Cost information to DOE/HQ. Reviews and approves contractor indirect cost rates. Reviews and analyzes indirect pool variances.
- (j) Contractor Financial Liaison. Conducts financial liaison activities with contractors to transmit guidance and direction, exchange information, and resolve issues in a timely manner. Attends weekly and monthly financial steering meetings to discuss financial issues and potential resolutions.
- (k) Inspector General (IG) and General Accounting Office (GAO) Coordination. Coordinates IG and GAO requests for financial

information, interviews, and report review in accordance with DOE policy. Coordinates the review of financial statements with the IG and Certified Public Accounting firms contracted with DOE.

- (l) Management Control Action Officer. Ensures adequacy and accuracy of the financial Manager's report to the Secretary.
 - (m) Competition in Contracting Advocate. Reviews justifications of noncompetitive acquisitions and identifies initiatives to maximize competition.
 - (n) Contractor Internal Audit. Maintains oversight of contractor's financial administration.
 - (o) Product and Service Pricing. Provides WFO and contract acquisition pricing support.
 - (p) Budget Interface. Coordinates with RMD to ensure that the Funds Control Distribution System interfaces with the departmental accounting system.
 - (q) Business Management Oversight Process (BMOP). Prepares and updates the annual division operational awareness plan. Issues critical DOE/HQ CFO financial performance measures to the applicable parties. Monitors progress against performance measures. Prepares a review of performance against the measures at the end of each year. Prepares a comprehensive financial BMOP report and submits to DOE/HQ.
 - (r) Contract Closeout. Performs the necessary analysis and steps to close out various financial instruments.
- (4) Resources Management Division. RMD performs the following functions:
- (a) Budget Planning and Formulation. Develops and issues budget guidance and calls; prepares and submits quality budget materials; and conducts budget validations.
 - (b) Budget Execution. Develops and manages an administrative control of funds system to ensure compliance with Anti-Deficiency Statutes

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and Appropriations Act limitations; develops and manages a funds distribution system for allocating resources; and coordinates budget requests, reprogrammings, and other funding adjustment actions.

- (c) Project Control System. Manages and maintains a project control system which includes a cost/schedule monitoring component.
 - (d) Work Authorization and Control System. Provides direction for initiation of programmatic scope of work.
 - (e) Program Support. Provides program budget and cost reporting. Recommends reallocation of available resources based on project requirements.
 - (f) Multi-Year Planning Coordination. Coordinates the development of programmatic or office-wide plans used to develop the DOE/NV Strategic Plan and budget formulation.
 - (g) Integrated Management Schedule. Maintains the DOE/NV Integrated Management Schedule and issues notices and calls regarding the initiation/completion of activities identified within the schedule.
- (5) Contracts Management Division. CMD performs the following functions:
- (a) Acquisition. Ensures contracts and purchase orders are executed consistent with customer requirements, provides oversight of contractor purchasing system, and coordinates the Contract Review Board.
 - (b) Small Purchases. Obtains necessary supplies and services through the use of purchase orders, blanket purchase agreements, purchase cards, and delivery orders in federal supply schedules.
 - (c) Contract Administration. Oversees contractor activities associated with contracts, purchase orders, financial assistance, and interagency agreements are accomplished; ensures that goods and services are obtained consistent with contract requirements; and coordinates contract modifications.

- (d) Financial Assistance. Ensures grants and cooperative agreements are executed consistent with customer requirements.
- (e) Acquisition Planning. Coordinates the planning process of all planned acquisition, interagency, and financial assistance actions.
- (f) Administration of Small/Disadvantaged Business Program. Conducts activities in support of small business, small disadvantaged business, labor surplus, and women-owned businesses.
- (g) Performance-Based Management Contract Administration. Ensures proper administration to include negotiation of award or incentive fees, development of annual performance measures and scorecards, periodic assessment of accomplishment of performance measures, and communication of issues requiring coordination between DOE/NV and the contractor.
- (h) Cost-Plus-Award-Fee and Incentive Fee Determination. Coordinates the determination of fee earned by management and operating contracts and coordinates with the Contract Review Board.
- (i) Interagency Agreements. Ensures interagency agreements with other federal agencies are executed consistent with customer requirements.
- (j) MOU or MOA. Coordinates and assists program offices with the establishment of MOUs and MOAs.
- (j) WFO Program Administration. Develops and implements procedures for the review, acceptance, authorization, and monitoring of WFO that are consistent with DOE policies and procedures; coordinates scope of work estimates; and develops and manages the proposed work review and acceptance process, including assessing field performance and effectiveness of local WFO processes using the BMOP performance objectives, measures, and expectations; and subsequent improvements and/or additional requirements, as appropriate. Acts as focal point for WFO program-related issues. Develops and implements management systems to ensure effective administration of the process.

- (k) Business Management Oversight Program. Oversees the DOE/NV program of federal oversight and assessment of the business management functions of management and operations-type contracts. Coordinates the submission of DOE/NV business function annual self-assessment to DOE/HQ.
- (6) Communication Services Division. CSD is performs the following functions:
 - (a) Computing Resources. Provides DOE/NV employees with the capability to readily acquire, share, protect, disseminate, and store the electronic information needed to successfully accomplish their jobs. Designs and implements, through appropriate resources, intelligent and cost-effective technology solutions for DOE/NV's information needs. Develops and implements plans for the acquisition, management, and utilization of computing equipment, networks, software, and related services for DOE/NV and provides oversight of contractor activities.
 - (b) Telecommunications. Administers voice, data, video, image, and scientific cable activities at DOE/NV; use of secure and nonsecure telephones; and coordinates use of radio frequencies.
 - (c) Computer Security. Provides Information Security System Management for the classified security programs in the DOE/NV enclave.
 - (d) Communications Security. Administers communication security programs.
 - (e) TEMPEST Program. Manages the control of potentially compromising emanations from electronic equipment.
 - (f) Records Management Program. Coordinates, plans, and executes the DOE/NV Records Management Program. Ensures effective use, retention, disposition, and retirement of official DOE/NV files and records.

- (g) Directives Management Program. Coordinates, plans and executes the DOE/NV Directives Management Program. Oversees contractor functions in the Directives Management Center.
- (h) Printing and Reproduction Coordination. Manages the printing and reproduction program. Oversees contractor-operated printing and reproduction functions.
- (i) Mail Services and Distribution. Provides comprehensive mail services, including express mail shipments and internal distribution of mail. Processing includes classified documents.
- (j) Word Processing Center. Provides word processing service within the Word Processing Center and support service at satellite locations. Includes word processing support for classified and unclassified document material.
- (k) Forms Management Program. Provides the ordering, stocking, and distribution of Standard (SF), Optional (OF), DOE, and local forms. Reviews, analyzes, and recommends approval of new and revised DOE/NV, DOE, SF, and OF forms.
- (l) Geographic Information System (GIS). Provides guidance to DOE/NV federal personnel in defining their requirements and provides GIS hardware, commercial-off-the-shelf software, installation and maintenance as needed.

6. ASSISTANT MANAGER FOR PUBLIC & INSTITUTIONAL AFFAIRS.

- a. Mission. The role of the Office of AMPIA is to provide support that promotes public trust of DOE/NV missions. AMPIA provides the programmatic direction and technical project management necessary to ensure:
 - (1) Total Quality Management (TQM)
 - (2) Affirmative Employment
 - (3) Appropriate News Media Coverage
 - (4) Community Outreach

- (5) Intergovernmental Interactions
 - (6) Lessons Learned Sharing
 - (7) Coordination of Land Use Planning and Project Sitting
 - (8) Promote Program Diversification both on and off the NTS
- b. Components. The Office of AMPIA is comprised of three components: Office of Quality Leadership and Diversity (OQLD), Office of Public Affairs & Information (OPAI), and the Office of Economic Diversification (OED).
- c. Functions.
- (1) Office of Quality Leadership and Diversity. OQLD performs the following functions:
 - (a) Total Quality Management. Facilitates implementation of all aspects of TQM and customer service initiatives at DOE/NV.
 - (b) Diversity Management. Develops and implements diversity management initiatives, including team building.
 - (c) Complaints Processing. Manages precomplaint counseling, formal complaint processing, investigations, final decisions, and appeals for both DOE/NV and the Yucca Mountain Site Characterization Office.
 - (d) Affirmative Employment. Develops and implements DOE/NV plans and programs for affirmative employment, the disabled, and disabled veterans; and minority educational and community outreach programs.
 - (e) Federal Equal Opportunity Recruitment. Responsible for development and implementation of DOE/NV Plan.

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- (2) Office of Public Affairs & Information. OPAI performs the following functions:
- (a) News Media Interface and Coordination. Produces news releases, newsletters, fact sheets, and biographies; coordinates advertising, news monitoring, news dissemination, and video/film production.
 - (b) Intergovernmental Contacts. Serves as focal point for local government and congressional interactions.
 - (c) Education Outreach Program. Coordinates DOE/NV's efforts in science and mathematics education through Science Now, Science Bowl, JASON, Professional and Youth Building a Commitment, Solar Sprint, etc.
 - (d) Community Outreach Program. Coordinates DOE/NV's community outreach efforts in conducting public meetings, participation in the CRO, the Equipment Loan Program, the DOE/NV Speakers' Bureau, etc.
 - (e) Information Classification Program. Provides information determinations, guidance, and reviews; designates, trains, and certifies classifiers; and performs declassification reviews.
 - (f) Freedom of Information Act Program. Provides for the release of government records to the public.
 - (g) Privacy Act Program. Provides employees personal information maintained by DOE/NV and predecessors, e.g., Dosimetry Research Project.
 - (h) Technical Information Program. Manages the generation and dissemination of DOE/NV scientific and technical information products.
 - (i) Facility and Site Tours Program. Coordinates public and programmatic visits and tours to the NTS and other facilities and sites.

- (j) Coordination and Information Center. Manages the nuclear weapons testing document collection and provides copies to requesters.
 - (k) Public Reading Room. Manages the Public Reading Room facility and provides recently released government reports and records to the public.
 - (l) Technical Information Resource Center. Manages the collection of scientific and technical reports and makes such information available to employees.
- (3) Office of Economic Diversification. OED performs the following functions:
- (a) New Business Development. Promotes new business lines through contacts with other DOE Offices, the NTS contractors, the University and Community College System of Nevada, the CRO and associated entities, federal, state and local government, and outreach with private enterprise and the general public.
 - (b) Worker and Community Transition. Coordinates with the Office of Worker and Community Transition at DOE/HQ.
 - (c) Community Reuse Organization. Provides oversight and assistance to the CRO and other entities funded with Section 3161 funds.
 - (d) Lessons Learned Program. Distributes DOE, DOE/NV and Contractor initiated lessons learned information supporting the Departments's Integrated Safety Management Program.

CHAPTER III

DOE/NV INHERENTLY FEDERAL WORK

DOE/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE Directives
1.0 Leadership	<p><i>Manager</i></p> <ul style="list-style-type: none"> • Defines the corporate vision. • Leads the development of values, mission statement, and strategic plan that is consistent with the Secretary's Strategic Plan, and various Program Secretarial Office (PSO)/Lead PSO (LPSO) planning documents. • Establishes forums to achieve corporate coordination and integration such as the Manager's Staff meeting, the Executive Council, and the Leadership Team. <p><i>Assistant Managers</i></p> <ul style="list-style-type: none"> • Communicate corporate vision/values/mission into their organization. • Define the work, resources, goals, objectives, performance indicators at the Office of AM level. • Establish expectations of behaviors for the management team that emulate the organizational values. • Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/lessons learned, etc. <p><i>Division/Office Directors</i></p> <ul style="list-style-type: none"> • Communicate corporate/AM vision/values/mission into their organization. • Define the work, resources, goals, objectives, performance indicators at the division/office level. • Establish expectations for staff behavior that emulate the organizational values. • Create a continuous improvement environment through process improvement mechanisms, i.e., benchmarking/reengineering/lessons learned, etc. • Coach/mentor/motivate/empower staff utilizing established boundaries. <p><i>All Employees</i></p> <ul style="list-style-type: none"> • Perform assignments with an understanding of and commitment to the organization's vision/values/mission. • Establish behavioral patterns that emulate the organization's values. • Raise opportunities for improvement (technical, management, system, work place safety, etc.) to supervisor. 	NV M 111.XA

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DOE/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE Directives
2.0 Technical Qualification and Competency	<p>Manager</p> <ul style="list-style-type: none"> Provides adequate resources and support to meet expectations of the Federal Technical Capability Program (FTCP). Designates and maintains a list of Senior Technical Safety Managers (STSM), keeping the FTCP informed of any changes through the DOE/NV Agent. Establishes a culture committed to developing and maintaining employee technical competency commensurate with the degree of risk in assigned work. <p>FTCP Agent</p> <ul style="list-style-type: none"> Assists the Manager in establishing a formal STSM Program for the organization. Facilitates recruitment to fill open positions with technically competent individuals. Concurs with STSM vacancy announcements and crediting plans to ensure the inclusion of adequate selection criteria. Represents, to the FTCP, the office's justification regarding the identification and qualification of STSM incumbents. Coordinate the periodic self assessment of the DOE/NV Employee Qualification Program. <p>Assistant Managers</p> <ul style="list-style-type: none"> Designate TQP participants. Implement the FTCP. Direct the performance of self-assessments of the FTCP in the second quarter of odd years. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Identify professionals in defined position categories per this Directive. Ensure that personnel are qualified to perform their safety management and/or oversight functions through the Professional Development Program. Ensure technical skills and knowledge related to safety management functions are reflected in position descriptions and performance criteria. Ensure that employee Individual Development Plans (IDP) document qualification and continuous training requirements. Participate in annual training needs assessments to determine technical training requirements. Recruit and hire technically capable personnel. <p>STSM/TQP Participants</p> <ul style="list-style-type: none"> Complete training in accordance with approved IDPs. 	<p>DOE P 426.1 DOE O 360.1A DOE M 360.1A-1 NV M 360.1A-1</p>

DOE/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE Directives
3.0 Federal Employee Occupational Safety and Health	<p>Manager</p> <ul style="list-style-type: none"> Establishes the FEOSH Program and has overall responsibility for the program. <p>Assistant Managers</p> <ul style="list-style-type: none"> Select an individual to represent their organization on the FEOSH Committee. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure the specific requirements are properly implemented. Conduct safety and health inspections of their areas. Ensure that complaints are promptly reported. Ensure violations are promptly abated. Ensure all employees are afforded the opportunity to attend hazard recognition training. Ensure all employees are familiar with accident and injury reporting requirements. <p>All Employees</p> <ul style="list-style-type: none"> Ensure they maintain a safe and healthy working environment. Report any observed unsafe or unhealthful condition in their work environment. Immediately report an accident or injury to their supervisor. 	DOE P 450.4 DOE O 440.1A
4.0 Employee Concerns	<p>Manager</p> <ul style="list-style-type: none"> Concurs with or disapproves with the recommended action for employee concerns. Reviews Employee Concerns quarterly and year-end concern statistics. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur with or disapproves the recommended action for the employee concern. Reviews employee concerns quarterly and year-end concern statistics. Encourages employees to report concerns. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Encourage employees to report concerns; respond to management request to investigate concerns that fall within their assigned organizational purview; provide SME when applicable, etc. <p>All Employees</p> <ul style="list-style-type: none"> Report concerns related to security, safety, health, environment, mismanagement, theft, fraud and abuse, reprisal, or other concerns that hamper the employee's ability to accomplish assigned work, e.g., harassment, etc. 	DOE O 442.1

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DOE/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE Directives
5.0 Laws and Regulations (including DOE Regulations)	<p>Manager</p> <ul style="list-style-type: none"> Approves requests for exemptions from agency and state regulators, when required. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide leadership for the implementation of applicable laws and regulations pertaining to assigned work. Determine if exemptions are required. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure staff are aware of laws and regulations pertaining to their assigned work. Prepare exemption requests, when required. <p>Program/Project Managers, Task Managers, Functional Managers/ Facility Representatives/SMEs</p> <ul style="list-style-type: none"> Maintain awareness of laws and regulations pertaining to the work they are assigned. Assist in the development of rules with supporting SME participation on development teams. Determine actions necessary to ensure the implementation of the final rules and Directives. Provide comments on proposed rules/Directives and recommend technical and economical improvements, as appropriate, through the Directives Management Center to the DOE/HQ POC. Originate exemption requests for any Directives or provisions of Directives identified as not appropriate. 	<p>DOE O 251.1A DOE O 1300.2A DOE M 251.1-1A NV P 251.1 NV M 251.1-1A</p>
6.0 DOE and DOE/NV Directives, including DOE Technical Standards	<p>Manager</p> <ul style="list-style-type: none"> Approves all DOE/NV Directives. Submits proposed exemptions from DOE Directives to the CSO and Office of Primary Interest for review prior to final approval. Approves exemptions from DOE and DOE/NV Directive requirements in accordance with the process defined in DOE M 251.1-1A (unless stated otherwise in a DOE Directive or authority has been retained by the PSO/LPSO for ES&H requirements applicable to Categories 1 and 2--Hazard Nuclear Facilities, Directive System Manual, Chapter VII). Recommends exemptions to PSO/LPSO for ES&H requirements for DOE/NV Categories 1 and 2--Hazard Nuclear Facilities, where approval authority has not been delegated from the PSO/LPSO. Approves, as appropriate, interim field-level exemption while the PSO/LPSO exemption request is being processed. Approves permanent exemptions for category 3 nuclear facilities and below. 	<p>DOE O 251.1A DOE O 1300.2A DOE M 251.1-1A NV P 251.1 NV M 251.1-1A</p>

DOE/NV INHERENTLY FEDERAL WORK		
Functions	Key Responsibilities and Authorities	Ref. DOE Directives
	<p><i>OPRs—Functional Managers</i> (NOTE: An OPR is usually a Functional Manager assignment for certain DOE and DOE/NV Directives addressing a functional area, i.e., fire protection, emergency management, etc.).</p> <ul style="list-style-type: none"> • Maintain cognizance of related functional DOE Directives, and develops and maintains content of DOE/NV Directives, within their assigned functional area of responsibility. • Propose local requirements, processes, procedures, and responsibilities for implementation of DOE requirements applicable to federal employees. • Propose local requirements for DOE/NV contractors, where appropriate, for incorporation in appropriate contracts. • Coordinate review process of assigned DOE and DOE/NV Directives. • Prepare requests for any temporary or permanent exemption from applicable requirements to be forwarded to the LPSO for review by appropriate DOE/NV personnel. <p><i>Assistant Managers</i></p> <ul style="list-style-type: none"> • Provide leadership for the implementation of applicable DOE and DOE/NV Directives on programs and projects and in functional areas by employees. • Review and concur on DOE/NV Directives prior to Manager approval. • Provide leadership for use of technical standards that are developed or adopted by voluntary consensus standards bodies, as a means to carry out department policy, objectives, missions, and activities. • Recommend exemptions to the Manager from DOE and DOE/NV Directive requirements. <p><i>Division/Office Directors</i></p> <ul style="list-style-type: none"> • Determine strategy and consensus actions necessary for employees to implement DOE and DOE/NV Directive System requirements. • Obtain Leadership Team consensus on proposed DOE/NV Directives. <p><i>Program/Project Managers</i></p> <ul style="list-style-type: none"> • Recommend applicability of necessary and sufficient laws, regulations, and DOE and DOE/NV Directives to assigned programs and projects. • Recommend the appropriate selection of standards (NV-WSS, DOE/NV, industry consensus standards, etc.) for assigned work scopes. 	

CHAPTER IV

DOE/NV WORK EXECUTION--MANAGEMENT AND OVERSIGHT

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
1.0 Provide Direction	PSOs/LPSOs are responsible for defining mission, program objectives, high-level program performance measures, and programmatic expectations. The DOE/NV Manager and staff are responsible for directing the execution of contracts/agreements and identifying planned deliverables, schedules, and budget needs to accomplish specific missions, goals, and objectives as defined in the DOE/NV Strategic Plan.	DOE P 450.1 DOE P 450.4 DOE P 450.5 NV P 450.4B
1.1 PSO/LPSO Mission Assignment to the Field	<p>Manager</p> <ul style="list-style-type: none"> Assigns AMs responsible for executing PSO/LPSO mission assignments. Notifies the Defense Programs, LPSO, when direction or guidance from multiple PSOs is inconsistent. <p>Assistant Managers</p> <ul style="list-style-type: none"> Involve appropriate DOE/NV organizations and stakeholders in reviewing proposed mission assignments. Review input and provide comments on DOE/HQ program guidance. Provide support to resolve conflicts in PSO/LPSO direction or guidance. Ensure implementation of final program guidance. 	
1.2 Budget Formulation	<p>Manager</p> <ul style="list-style-type: none"> Approves and transmits proposed budget request to the PSO/LPSOs for DOE/HQ consideration regarding their inclusion in the Department's budget request to Congress. Designates membership to NV's Resources Management Council. <p>AMBFS/CFO</p> <ul style="list-style-type: none"> Coordinates the development of programmatic budget requests for the Manager to forward to PSO/LPSOs by providing mission level guidance that is consistent with the DOE/NV Strategic Plan to all applicable AMs and affected contractors. Participate in preparation of budget and provide input to PSO/LPSO on adequacy of budget to support landlord activities and safety/security needs. Determines the adequacy of budget requests to support programmatic objectives and functional and institutional objectives/requirements and documents the results of that determination to the Manager and the PSO/LPSO receiving the budget request. Coordinates the submission of supplemental and crosscutting budget documents and corresponding execution year reports of status. Identifies business and financial issues that may impact budget. 	130.1-5c(2) 430.1-7c(5) DOE O 130.1 DOE O 135.1 DOE M 135.1-1 DOE G 430.1-1 NV O 124.X

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Assistant Managers</p> <ul style="list-style-type: none"> • Ensure a coordinated review of proposed budgets among all appropriate stakeholders. • Ensure budget requests are consistent with the DOE/NV Strategic Plan and annual planning baselines covering assigned mission/program work. • Ensure preparation of, and concur on the proposed budget for their organization and provides input to the PSO/LPSO POC on the adequacy of the proposal to support missions, safety initiatives, and implement corrective actions. • Coordinate the development of programmatic budget requests for the Manager to forward to PSO/LPSOs by providing mission level guidance to Division/Offices, Program/Project Managers, and affected contractors. • Participate in preparation of budget and provide input to PSO/LPSO on adequacy of budget to support landlord activities and safety needs. • Formally assess the adequacy of the programmatic budget planning for functional and institutional responsibilities assigned to them. • Develop and issue to appropriate contractors activity and priority guidelines for applicable mission/programmatic work and priority guidelines for ES&H activities. • AMTS maintains a system to prioritize the acquisition of physical assets. <p>Resource Management Council</p> <ul style="list-style-type: none"> • Review, assess impacts, and approve annual planning baselines that represent a balanced approach to addressing the priorities of mission/program work and safety activities. <p>Division/Office Directors</p> <ul style="list-style-type: none"> • Provide documentation in the form of scope of work descriptions, performance milestones, deliverables and funding requirements for submission to the PSO/LPSOs. • Develop programmatic budget requests consistent with the program guidance of PSO/LPSOs; coordinates programmatic budgetary planning for functional responsibilities with DOE/NV Functional Managers and contractor Programmatic Managers. • Ensure that all functional planning documents are considered in developing the programmatic budget request. (ES&H Management Plan, Information Management Plan and Safeguards and Security Plan, etc.) • Assess the adequacy of the programmatic budget request to support programmatic objectives and functional and institutional objectives/requirements and document the results of the assessment to all affected AMs. <p>Program/Project Managers</p> <ul style="list-style-type: none"> • Recommend budget requirements to effectively accomplish line objectives with a balanced consideration of related functional areas, i.e., safety, property management, technical information, etc. • Evaluate contractor budget submissions, planning documents, operating and capital budgets, and capital projects to ensure ES&H and other activities are appropriately addressed. 	

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
2.0 Define Scope of Work	Once the line organization has established its missions and resources, the specific work, which needs to be done in order to meet those missions, is determined. Department expectations, site and contractor capabilities, safety priorities, and available resources are considered in defining the scope of work to be performed. These activities are prioritized in order to ensure that resources are most effectively applied.	
2.1 Translate Mission Into Work	<p>Assistant Managers</p> <ul style="list-style-type: none"> • Ensure that assigned AM missions are translated into defined work scopes. • Ensure Task Plans provide integrated support to strategic plans and mission objectives. • Identify and communicate key mission deliverables, schedules, and funding guidance to staff. <p>Division/Office Directors</p> <ul style="list-style-type: none"> • Define work scopes and appropriately delegate federal management and oversight responsibilities to accountable individuals who possess the requisite qualifications for the assignments. • Review and approve planning documents. <p>Program/Project/Functional Managers</p> <ul style="list-style-type: none"> • Provide program guidance to contractor/user counterparts. • Develop or review work scope planning documents. • Ensure that appropriate functional and technical reviews are performed by DOE/NV organizational elements. 	
2.2 Set Performance Expectations	<p>Manager</p> <ul style="list-style-type: none"> • Provides strategic vision from which priority incentives can be developed. • Approves contractor ISMS Description documents. <p>Contracting Officer</p> <ul style="list-style-type: none"> • In accordance with contract regulations and supported by the AMs, prepares, approves and issues contracts that establish clear expectations and performance measures regarding work to be performed and the mission and safety requirements based upon PSO/LPSO guidance and DOE/NV's strategic vision. • Ensures contracts clearly delineate contractor responsibilities and supplies. • Acts as a liaison between the contractor and Department staff regarding contract issues and performance expectations. • Ensures QA and ISM is appropriately integrated into procurement actions. 	NV M 210.X

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Assistant Manager for Business & Financial Services</p> <ul style="list-style-type: none"> Negotiates and awards contracts in accordance with contractual regulations and DOE/NV expectations. Ensures contracts clearly delineate contractor responsibilities regarding subcontractors and supplies. Ensures contracts establish clear expectations and performance measures regarding work to be performed and site mission and safety requirements. Approves funding allocations and incentive fees. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide guidance and priorities, consistent with those of PSO/LPSOs to assist the contractor in developing work strategies. Ensure that planning documentation provides a reasonable balance between mission accomplishment and ES&H priorities. Define and communicate to applicable contractors change control thresholds to ensure DOE/NV's appropriate involvement. Ensure the development of program specific worker protection goals and objectives. Develop performance measures and criteria to incentivize key areas of interest including mission performance, ISM, Emergency Management, Asset Management. Ensure the development of performance indicators for critical areas of performance. Redirect the contract effort, shift work emphasis, require pursuit of certain lines of inquiry, clarify the statement of work. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Propose performance indicators/measures for critical areas of performance. Ensure that planning documentation provide a reasonable balance between mission accomplishment and ES&H priorities. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review contract statements of work, task plans, performance plans, etc., to ensure they adequately define DOE/NV objectives and expectations. Ensure that planning documentation provides a reasonable balance between mission accomplishment and ES&H priorities. Propose development of performance measures and criteria to meet regulatory requirements, and accomplish mission and safety initiatives. 	
3.0 Analyze Risks	In all planning processes, all types of risks must be analyzed. These may include cost, scope, schedule, security, safety, etc. Risks must be identified and analyzed to determine the appropriate levels of controls.	

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
3.1 Identify and Analyze Risks	<p>Manager</p> <ul style="list-style-type: none"> Determine if additional external technical review is warranted for proposed higher risk activities. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure the Manager that all potential risks that may have substantial impact on the Office have been identified. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure the AM that all potential risks that may have substantial impact on the office have been identified. Acquire technical assistance (Core Technical Group, DOE/HQ assistance), as needed. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Ensure that risk analysis provided by the contractor/user properly covers the appropriate risks associated with the work and provides sufficient information for the selection of standards and controls. Involve DOE/NV support staff in the identifications/analysis of risks associated with proposed new work and changes to existing work in accordance with NV M 412.X1B, REAL ESTATE/OPERATIONS PERMITS. Ensure that the contractor has an acceptable process to identify and analyze new or increased risks that may warrant DOE/NV review. <p>Subject Matter Experts</p> <ul style="list-style-type: none"> Review risk identification/analyses and make formal recommendations. Receive input from outside reviews regarding risk analysis and propose resolution. 	<p>DOE O 420.1 DOE O 440.1A DOE O 452.2A DOE O 5480.21 DOE O 5480.23 DOE-STD-1022-94 EM-STD-5502 EM-STD-5503 NV M 450.XA</p>
3.2 Categorize Facility/Activity Based on the Hazards (Nuclear Facilities)	<p>Manager</p> <ul style="list-style-type: none"> Signs the Hazard Category approval for Hazard Category 2 and below and accelerators not excluded in DOE O 420.2. Designates the hazard category for accelerator facilities. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur on facility/activity classification level and forward to Manager for approval. Recommend the hazard class for accelerator facilities. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Concur with facility categorization and forward to the AM. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Reviews the proposer's facility/activity classification (nuclear versus nonnuclear) and categorization (for nuclear facilities) and recommends approval to the Director for further action. 	<p>DOE O 452.2A NV M 412.X1B DOE-STD-1021-93 DOE-STD-1027-92</p>

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
4.0 Develop and Implement Risk Controls	As risks are identified and analyzed, appropriate controls are planned to control, mitigate, or eliminate the risks. Relevant standards and requirements will be identified that relate to the risks. Operational controls may be engineered barriers or administrative in nature.	DOE O 225.1A DOE O 420.1 DOE O 452.2A DOE O 5480.22 DOE O 5530.1A DOE O 5530.2 NV O 5610.10 NV O 56XG.1 NV O 56XG.1 NV O 5820.2A NV M 450.XA
4.1 Identify Standards and Requirements	Define DOE and DOE/NV requirements for contractors and user organizations through contracts, agreement instruments, and NV-WSS process.	
4.2 Nevada Work Smart Standards	<p>NOTE: NV-WSS includes laws, regulations, DOE and DOE/NV Directives, industry standards, and other requirements documents determined applicable on a DOE/NV complex wide basis. NV-WSS are referenced as mandatory requirements in various DOE/NV contracts and agreements.</p> <p>Manager</p> <ul style="list-style-type: none"> As Head of Contracting Activity (HCA), serves as the DOE/NV agreement party signing agreements with DOE/NV contractor, laboratory, other agency agreement parties on the adoption of NV-WSS for use in relevant contracts and agreements. As HCA, signs Authorization and Activity Agreements with contractors, national laboratories, other agencies, and other users which adopt NV-WSS on a facility-specific or operations basis. As HCA, signs MOU or Management Agreements with DOE/AL and DOE Oakland Operations Office (DOE/OAK) regarding DOE/NV role to establish NV-WSS and other requirements governing the activities of national laboratories on real property assigned to DOE/NV. Approves exemptions to NV-WSS, where authority to grant exemptions is not retained by a regulatory agency. <p>Deputy Manager</p> <ul style="list-style-type: none"> Serves as Chairman of the DOE/NV CRG. As Lead Contracting Officer for DOE/NV and Chairman of the CRG, issues modifications to contracts and other agreements regarding recommended changes to NV-WSS contained in DOE/NV contracts. Dispositions identified impacts from contractors and other organizations and evaluates of pending contract or agreement modifications. As Lead Contracting Officer for DOE/NV, approves contract modifications incorporating changes to NV-WSS recommended by the CRG. 	DOE P 450.3 DOE O 251.1A DOE O 420.1 DOE M 450.3-1 DOE G 450.3-1 NV P 251.1 NV M 251.1-1A NV M 450.3XA

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Contracting Officer</p> <ul style="list-style-type: none"> Dispositions contractor identified impacts of pending contract modifications. Approves contract modifications incorporating changes to NV-WSS as recommended by the DOE/NV CRG. <p>Assistant Managers</p> <ul style="list-style-type: none"> Provide leadership for the implementation of applicable NV-WSS requirements. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Develop proposed Baseline Change Requests on changes to NV-WSS for consideration by the CRG. Provide SME support from a functional perspective on work assignments established by the CRG. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Determine adequacy of NV-WSS defined in contracts to meet the needs of programs and projects and raise issues to supervisor as needed. Propose/support Baseline Change Requests on NV-WSS to the CRG regarding assigned programs/projects. 	
4.3 Incorporate Requirements Into Contracts or Agreements	<p>Contracting Officer</p> <ul style="list-style-type: none"> Authorizes standards/requirements to be included into contract/agreements. <p>Assistant Managers</p> <ul style="list-style-type: none"> Concur with the specific standards/requirements to be included in contracts or agreements. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Review and concur with the specific standards/requirements to be included in contracts or agreements. <p>Program/Project/Functional Managers</p> <ul style="list-style-type: none"> Perform ongoing reviews of the NV-WSS set or other sets of standards and propose needed changes. Review new work and unanalyzed hazards for needed changes to the NV-WSS set or other standards sets. 	

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
4.4 Nuclear Safety Rules, Implementation Plans, Programs, and Procedures	<p>Manager</p> <ul style="list-style-type: none"> Sends the recommendation for Approval (or when delegated, the approval) to the CSO with concurrence and comment. Transmits approvals of implementation plans from the CSO to appropriate DOE/NV AMs. Provides recommendations for Approval of Plans, Programs, and Procedures requiring PSO/LPSO approval. Where delegated such authority, approves Plans, Programs, and Procedures and provides notification of approval to PSO/LPSO. <p>Assistant Managers</p> <ul style="list-style-type: none"> Review the nuclear safety management rule required plans prepared by the contractor for compliance with the requirements of 10 CFR 830, 834, and 835. If not delegated approval authority, send recommendations for approval to the PSO/LPSO with concurrence on comments. Respond to PSO/LPSO or DOE/HQ ES&H comments. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Review and concur with approval request correspondence. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Review the nuclear safety implementation plans prepared by the contractor for compliance with the DOE nuclear safety rules. Prepare approval request correspondence with concurrence or comments. Transmit approvals of implementation plans from PSO/LPSOs (or designee) to contractor. 	<p>10 CFR 830 10 CFR 834 10 CFR 835 DOE O 452.1A DOE O 452.2A DOE O 460.1A DOE O 5480.19 DOE O 5480.22 DOE O 5480.23</p>
4.5 Ensure an Adequate Authorization Basis (Cat 1, 2, and 3 nuclear facilities and High and Moderate Hazard Accelerators)	<p>Cognizant AM</p> <ul style="list-style-type: none"> Inform EH-1 of all DOE/NV operations requiring a safety analysis per DOE-STD-1027. Approves the scope, plan, and review team leader for the DOE/NV Safety Evaluation Report (SER). <p>Division/Office Directors</p> <ul style="list-style-type: none"> Recommends the scope, plan, and review Team Leader for the DOE/NV SER to the cognizant AM. Recommends DOE/NV SER approval to the cognizant AM. Ensures that DOE/NV reviews are conducted per NV M 412.X1B. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Recommend the scope and plan for the DOE/NV SER to the Director. Determine the required authorization basis documentation for inclusion in REOPs per NV M 412.X1B. Coordinate the REOP review. Recommend DOE/NV SER and approval to the Director. 	<p>DOE O 420.2 DOE O 5480.23 NV M 412.X1B NV M 450.XA DOE-STD-1027-92 DOE-STD-1104-96</p>

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
4.6 Ensure an Adequate Authorization Basis (Below Cat 3 Nuclear Facilities and Nonnuclear Facilities)	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensures that DOE/NV reviews are conducted per NV M 412.X1B. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> Determine the required authorization basis documentation for inclusion in the REOP. Coordinate the REOP review. 	NV M 412.X1B NV M 450.X NV O 481.1
4.7 Authorization Protocols	<p>Manager</p> <ul style="list-style-type: none"> Approves DOE/NV SER where authority has been delegated to the Manager. When not delegated approval authority, requests approval from the appropriate DOE authority per DOE Order 5480.23. Negotiates with PSO/LPSO on the approval of construction and initial operation of reactors and selected moderate hazard facilities or modifications thereto involving an Unreviewed Safety Question (USQ). Signs the REOP when any DOE/HQ approvals are provided or when required to be signed at the Manager level per NV M 412.X1B. <p>Cognizant AM</p> <ul style="list-style-type: none"> Recommends DOE/NV SER approval to the Manager. Approves the scope and plan for the DOE/NV SER. Signs the REOP when required to be signed at the AM level per NV M 412.X1B. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Resolve disputes with proposer's determination of applicability of NV M 412.X1B to new work or significant changes to existing work. Signs the REOP when required to be signed at the Division Director level per NV M 412.X1B. <p>Program/Project Managers/Functional Managers</p> <ul style="list-style-type: none"> Review proposer's determination of applicability of NV M 412.X1B, REOP, to new work or significant changes to existing work. Raise any unresolved issues with proposer's determination to the next higher level of DOE/NV management with a recommended course of action. Determines the appropriate Readiness Review, if required, per NV M 412.X2. Determine any DOE/NV approval conditions. Maintain the official file of pertinent documentation relating to the authorization of each assigned work scope through the organizational elements official filing system. Sign the REOP and coordinate other DOE/NV approval signatures. 	DOE O 420.2 DOE O 425.1 DOE O 5480.23 NV 412.X1B DOE-STD-1104-96
5.0 Perform Work	After planning has been completed and funding received, the work may be initiated.	

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
5.1 Confirm Readiness		
5.1.1 Startup/Restart Operational Readiness Reviews (ORR)/Readiness Assessments (RA) for nuclear facilities or Accelerator Readiness Review (ARR) for accelerators	<p>Manager</p> <ul style="list-style-type: none"> Approves the ORR, RA, or ARR where authority has been delegated to the Manager. When not delegated approval authority, requests approval from the appropriate DOE authority per DOE O 425.1 or DOE O 420.2, as appropriate. Recommends readiness review level to the Approval Authority unless authority is formally delegated to the Manager. (Reference Table 1 of DOE-STD-3006-95.) <p>Assistant Managers</p> <ul style="list-style-type: none"> Recommends to the Manager the readiness review type, the performing organization, the review team, scope, plans, and procedures. Concurs in final report acceptance. Concurs in DOE/NV's bases for verification and closure of all prestart/restart findings. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Concur in recommended readiness review and proposed performing organization. Recommends the scope and review Team Leader. Concur in final report acceptance. Concur in DOE/NV's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Recommend the appropriate type of review (ORR, RA, or ARR) and the performing organization (DOE/NV versus contractor) per DOE O 425.1 or DOE O 420.2. Coordinate the appointment of the DOE/NV review team, if applicable. Concurs in the review team's scope, plans, and procedures for the specified level of review. Concur in final DOE/NV readiness review report acceptance or coordinate the appropriate DOE/NV review of a contractor readiness review report. Concur in DOE/NV's bases for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. Verify that any DOE/NV approval conditions have been satisfied. Review the final readiness recommendations from DOE/NV organizational elements and recommend startup/restart. <p>Facility Representatives</p> <ul style="list-style-type: none"> Verify that any DOE/NV prestart/restart/poststart findings have been satisfied to the DOE/NV Program/Project Manager. 	<p>DOE O 420.2 DOE O 425.1 NV M 412.X2 DOE-STD-3006-2000</p>

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
5.1.3 Startup/Restart Authorization (Nonnuclear Facilities)	<p>Manager</p> <ul style="list-style-type: none"> Serves as the Startup/Restart Approval Authority as required by NV M 412.X2. <p>Assistant Managers</p> <ul style="list-style-type: none"> Serve as the Startup/Restart Approval Authority as required by NV M 412.X2. Approve, if delegated, or concur in the recommended readiness review and proposed performing organization. Approve, if delegated, or Concur in recommended review team, scope, plans, and procedures. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Serve as the Startup/Restart Approval Authority as required by NV M 412.X2. Approve, if delegated, or concur in recommended readiness review and proposed performing organization. Approve, if delegated, or concur in recommended review team, scope, plans, and procedures. <p>Program/Project Managers</p> <ul style="list-style-type: none"> Determine when a readiness review is required and the appropriate type per NV M 412.X2. Coordinate any DOE/NV readiness review required or DOE/NV review of a contractor readiness review. Concur in DOE/NV's basis for verification and closure of all prestart/restart findings and keep the approval official appropriately informed. Verify that any DOE/NV approval conditions have been satisfied. Review the final readiness recommendations and recommend startup/restart. <p>Facility Representatives</p> <ul style="list-style-type: none"> Verify that any DOE/NV prestart/restart/poststart findings have been satisfied to the DOE/NV Program/Project Manager. 	NV M 412.X2
5.2 Perform Work Safely	<p>Manager</p> <ul style="list-style-type: none"> Participates in worker recognition programs to encourage safety improvements. <p>Assistant Managers</p> <ul style="list-style-type: none"> Participate in worker recognition programs to encourage safety improvements. Ensure immediate and effective remedial actions are taken for imminent danger situations. 	DOE P 450.4B DOE O 440.1 NTS-SOP 1103 NTS-SOP 1105

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> Ensure contractors implement worker, public, environment, and facility protection programs in accordance with requirements and good safety practices. Participate in worker recognition programs to encourage safety improvements. Ensure that federal employees comply with applicable laws, rules, and DOE Directives. Ensure that federal employees provide technical direction that is consistent with applicable laws, rules, and DOE Directives. <p>Program/Project Managers/Task Manager/Functional Manager/Facility Representatives</p> <ul style="list-style-type: none"> Exercise shut down authority if an imminent danger exists or USQ is discovered and promptly notify the next higher level of DOE/NV management. Conduct an inspection as soon as possible after an imminent danger situation has been corrected to ensure that appropriate actions have been taken to preclude recurrence. 	
5.2.1 Maintenance	<p>Program/Project Managers</p> <ul style="list-style-type: none"> Ensure that programmatic facilities have appropriate maintenance management systems and processes in place to meet the requirements of Life Cycle Asset Management for maintenance. 	DOE O 430.1
5.2.2 Conduct of Operations	<p>Program/Project Managers/Task Manager/Functional Manager/Facility Representatives</p> <ul style="list-style-type: none"> Monitor contractor/user Conduct of Operations activities. Understand management systems used by the contractor/users to control operations, including operating procedures, radiation work permits, criticality control, lockout/tagout, environmental control, design and configuration control, maintenance activities, etc. 	DOE O 5480.19
5.2.3 Configuration Management	<p>Program/Project Managers/Task Manager/Functional Manager/Facility Representatives</p> <ul style="list-style-type: none"> Review, analyze, and monitor execution of the contractor's configuration management program. 	DOE O 430.1
5.3 QA (for DOE/NV and Contractors)	<p>Manager</p> <ul style="list-style-type: none"> Approves contractor QA Plans (QAP) as delegated by the LPSO. <p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure a contractor QAP is prepared in accordance with applicable Directives and submitted to DOE for review and approval. <p>Assistant Manager for Technical Services</p> <ul style="list-style-type: none"> Prepare and implement a QAP for DOE/NV activities. 	10 CFR 830.120 DOE O 414.1 DOE G 414.1-1 NV O 10XE.1A NV M 10XEA.1

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Division/Office Directors</p> <ul style="list-style-type: none"> • Ensure that contractors implement QA programs. • Ensure a contractor QAP is prepared in accordance with applicable Directives and submitted to DOE for review and approval. • Ensure the contractor prepares and submits a QAP and monitors the implementation of the contractor's approved plan. <p>Program/Project Managers/Task Manager/Functional Manager/Facility Representatives</p> <ul style="list-style-type: none"> • Review and recommend approval of contractor QAPs. • Ensure that appropriate QA-related issues are resolved and tracked to completion and appropriately validated. • Ensure that contractors' QA programs are implemented and monitor performance in accordance with NV M 220.X. 	
6.0 Collect Feedback and Pursue Improvement	In the performance of work, incidents may occur, opportunities for improvement may be identified, lessons will be learned. This perspective should be fed back into the planning and implementing documentation to ensure that the Department derives long-term benefits.	
6.1 Generation, Collection, and Dissemination of Information		
6.1.1 Lessons Learned Program	<p>Manager</p> <ul style="list-style-type: none"> • Encourages a culture that utilizes lessons learned to strive for continuous improvement and ES&H performance data to identify early problem development. <p>Assistant Managers</p> <ul style="list-style-type: none"> • Ensure a lessons learned culture is implemented within their organization. <p>Division/Office Directors</p> <ul style="list-style-type: none"> • Maintain awareness of applicable lessons learned as they relate to assigned work scopes and encourage dissemination of information. <p>Program/Project Managers/Task Manager/Functional Manager/Facility Representatives</p> <ul style="list-style-type: none"> • Maintain awareness of applicable lessons learned as they relate to assigned work scopes and take appropriate action. • Develop lessons learned regarding assigned work, where applicable, and disseminate through the DOE/NV Lessons Learned process (NV O 230.X). 	<p>DOE P 251.1 DOE O 151.1 DOE O 210.1 NV P 251.1 NV M 251.1-1A NV O 230.X</p>

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
6.1.2 Occurrence Reporting and Processing System (ORPS)	<p>Assistant Managers</p> <ul style="list-style-type: none"> Ensure that the process for reporting contractor occurrences is maintained, implemented, and consistent with the ORPS. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. <p>Program/Project Managers, Task Managers, Functional Managers</p> <ul style="list-style-type: none"> Maintain cognizance of Occurrence Reports within their assigned programs and ensure proper closure actions are achieved. Monitor the contractor reporting of occurrences on the ORPS. Review reports and approve proposed corrective actions. Facilitate the notification and reporting of occurrences. <p>Facility Representatives</p> <ul style="list-style-type: none"> Facilitate the notification and reporting of occurrences of any safety or operational concerns. Review and approve occurrence reports within their purview. Reviews and concurs with proposed corrective actions. Maintain cognizance of Occurrence Reports within their assigned facilities. Monitor the contractor reporting and follow-up of occurrences at assigned facilities and communicate any issues to the appropriate DOE/NV Program/Project Manager. 	DOE O 232.1 DOE M 232.1-1 NV PI 97-010
6.1.3 ES&H Reporting Requirements (Occupational Safety and Health, Environmental, and Radiological) Cats	<p>Assistant Managers</p> <ul style="list-style-type: none"> Manage internal processes for reporting ES&H information in accordance with DOE M 231.1-1. Provide routine and special reports required by environmental protection laws, regulations, and Orders. Ensure appropriate documentation and review of USQ for nuclear facilities. 	DOE P 450.1 DOE P 450.2A DOE O 231.1 DOE M 231.1-1
6.2 Line Oversight	<p>Manager</p> <ul style="list-style-type: none"> Establishes a culture of inquisitiveness and commitment to documenting contractor/user performance. Defines corporate oversight priorities. <p>Management System Steering Panel</p> <ul style="list-style-type: none"> Review oversight findings, relative risk estimates, and trends. Provide recommendations to Executive Council on oversight priorities, frequency, depth, etc. 	DOE P 450.5 DOE O 413.1 DOE O 414.1-1 DOE G 120.1-5 DOE G 414.1-1 DOE-STD-1063-97 Fac Reps (pages 14-15) NV M 220.XA

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p>Assistant Managers</p> <ul style="list-style-type: none"> Communicate oversight priorities to direct reports and ensure their incorporation into oversight plans. Maintain cognizance of oversight findings associated with assigned missions to guide management attention. Ensure that duly authorized independent oversight personnel have access to all work activities at all DOE/NV facilities. This includes providing the site- and facility-specific training required to gain access to radiological and other controlled areas. Maintain an oversight plan of assigned work scopes that provides adequate formal assurance that risks posed by work under their cognizance are being controlled in accordance with DOE/NV expectations. Perform appropriate oversight activities and document results in accordance with NV M 220.XA. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Provide guidance to staff on oversight priorities, depth, frequency, quality, consistency with Directives, etc. Request support from the Core Technical Group or PSO/LPSOs (with appropriate DOE/NV management involvement) when existing DOE/NV resources are deemed insufficient. Perform appropriate oversight activities and document results in accordance with NV M 220.XA. <p>Program/Project Managers/Task Managers/Functional Managers/Facility Representatives</p> <ul style="list-style-type: none"> Maintain operational awareness of assigned work scopes. Plan, schedule, perform, document, risk rank, and track oversight activities/results in accordance with NV M 220.XA. Verify corrective actions as required in NV M 220.XA. Develop and maintain facility/activity oversight plans. Coordinate oversight activities with the DOE/NV Project Manager to minimize impact on organization being reviewed. Ensure that supervisor is made aware of important or potentially adverse facility/activity conditions. Conduct periodic trending on oversight findings that may pertain to assigned work scopes. Ensure statements of work and contracts are properly implemented. 	
6.3 Price-Anderson Enforcement	<p>Manager</p> <ul style="list-style-type: none"> Refers nuclear safety violations to the CSO and Office of Enforcement for review. <p>Assistant Managers</p> <ul style="list-style-type: none"> Participate in enforcement conferences with Office of Enforcement. Report to the Manager any nuclear safety violations. <p>Division/Office Directors</p> <ul style="list-style-type: none"> Provide additional information and support investigations as required. Identify and report to AM any nuclear safety violations. 	HDBK-1085-95 10 CFR 820

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DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	Program/Project Managers/Task Managers/Functional Managers/Facility Representatives <ul style="list-style-type: none"> Inform the Price-Anderson Enforcement Coordinator (DOE/NV ESHD) of potential violations. 	
6.4 Contractor/User Performance Assessment	Manager <ul style="list-style-type: none"> Defines corporate priorities for contractors/user performance. Ensures that effective feedback mechanisms are established to keep contractor/user informed of their performance. Assistant Managers <ul style="list-style-type: none"> Identify performance priorities for assigned functions and activities. Provide national laboratory performance input to DOE/AL regarding Los Alamos National Laboratory, and Sandia National Laboratories; and to DOE/OAK regarding Lawrence Livermore National Laboratory. Division/Office Directors <ul style="list-style-type: none"> Develop performance measures for evaluating the PBMC. Evaluate the formal input gathered by staff and other support personnel and recommend to the AM appropriate actions. Facility Representatives, Program/Project Managers, Task Managers, Functional Managers <ul style="list-style-type: none"> Reviews performance of the contractor and user organizations in accordance with NV M 220.X. Review contractor/user self assessments to gain perspective on their perceived performance. Monitor contractor/user performance measures. Utilize oversight data to substantiate evaluations and recommendations, where appropriate. 	NV M 210.X
6.5 Issues Management	Manager <ul style="list-style-type: none"> Ensures that issues are appropriately managed. Assistant Managers <ul style="list-style-type: none"> Review the findings of assessments to evaluate their significance and ensure that appropriate priorities and resources are assigned to corrective actions. Where this review finds insufficient significance to justify corrective efforts, report the results of that review to the assessed organization. Ensure that corrective actions in response to significant findings are effectively implemented. 	NV M 220.XA
6.6 ISM Long Term Maintenance	Manager <ul style="list-style-type: none"> Issue annual program and budget execution guidance and direction concerning safety performance objectives, performance measures and commitments to DOE/NV contractors, DTRA, and the national laboratories. 	NV O 450.4

DOE/NV WORK EXECUTION-- MANAGEMENT AND OVERSIGHT		
Functions	Key Responsibilities and Authorities	Ref. DOE and DOE/NV Directives
	<p><i>Management System Steering Panel</i></p> <ul style="list-style-type: none"> • Coordinate review and approval of any revised ISMS description documents through the contracting officer. • Identify self-assessment needs that will evaluate DOE/NV implementation and effectiveness of the DOE/NV Safety Management System. • Identify areas of contractor/user oversight that should be emphasized. • Meet with DOE/NV contractor, DTRA and the national laboratories to coordinate any DOE/NV ISMS improvement issues and opportunities. <p><i>Assistant Managers</i></p> <ul style="list-style-type: none"> • Consolidate division program and budget execution guidance and direction concerning safety performance objectives, performance measures and commitments for submission to the Management System Steering Panel. <p><i>Division Director</i></p> <ul style="list-style-type: none"> • As appropriate, recommend specific program and budget execution guidance and direction for DOE/NV contractors and the national laboratories concerning safety performance objectives, performance measures and commitments for approval by the AM. • Provide input to the Management System Steering Panel regarding proposed revisions to ISMS descriptions. • Ensure the conduct of DOE/NV ISM self-assessments, as appropriate. 	